Bylaws and Governance Committee Chair
Position Description

Position Description:

The Bylaws and Governance Committee Chair is the lead person who oversees the Bylaws and Governance Committee. The Bylaws and Governance Chair comes under the direction of the Executive Committee (ExCom) and shall in general, oversee the charges and duties of the Bylaws and Governance Committee. The Bylaws and Governance Chair presides over the meetings of the committee members and prepares and submits reports according to established guidelines, or as requested by the President and/or ExCom. At the end of the one-year term, the Bylaws and Governance Committee Chair may remain the Bylaws and Governance Committee Chair for one or more additional years, at the discretion of the President Elect.

What to Expect:

The Bylaws and Governance Committee Chair position is one of leadership - to direct and implement the vision that ExCom has established through the strategic planning process. The Bylaws and Governance Committee Chair must manage the members of the Bylaws and Governance Committee to ensure that projects and tasks are being kept on schedule and implemented on time. The Bylaws and Governance Committee Chair may be called upon to represent SDA at official functions, which may require travel and time off from an employer. An estimated time commitment of one (1) to two (2) hours per week on monthly commitments and reports, which includes, but is not limited to, Bylaws Committee Report, monthly telephone conference call with Bylaws and Governance Committee members, and Monthly ExCom / National Committee Chairs Conference Call. Expect extra tasks and/or preparations for Leadership Conference or EDSymposium as required. Ability to respond to email in a timely manner is required.

Time/Financial Expectations:

<table>
<thead>
<tr>
<th>Event/Task</th>
<th>Time Commitment</th>
<th>Funded by SDA</th>
<th>Not Funded</th>
<th>Anticipated Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDSymposium</td>
<td>3 days</td>
<td>N/A</td>
<td>Air fare, hotel, registration</td>
<td>Per schedule</td>
</tr>
<tr>
<td>ExCom/Committee Chairs Conference Calls</td>
<td>1 hour per month</td>
<td>N/A</td>
<td>N/A</td>
<td>Per schedule</td>
</tr>
<tr>
<td>Bylaws Committee Report</td>
<td>.5 hour per quarter</td>
<td>N/A</td>
<td>N/A</td>
<td>Per schedule</td>
</tr>
<tr>
<td>Bylaws Committee Conference Call</td>
<td>1 hour per month</td>
<td>N/A</td>
<td>N/A</td>
<td>Per schedule</td>
</tr>
<tr>
<td>Miscellaneous email correspondence and tasks</td>
<td>1-2 hours per week</td>
<td>N/A</td>
<td>N/A</td>
<td>Per schedule</td>
</tr>
<tr>
<td>Work on initiatives undertaken</td>
<td>2 hours per week</td>
<td></td>
<td></td>
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</tbody>
</table>
Committee Purpose/Responsibilities:

- Ensure all national and chapter bylaws, standing rules, and other Society documents are uniform, consistent, and reflective of the actual functioning of SDA.

Duties and Responsibilities:

**All Committees**

- Oversee the national Committee
- Oversee the development and implementation of goals and objectives for the year, which reflect the overall strategic plan and vision of ExCom
- Prepare Committee report, noting all activity / action and status of tasks for that period. Distributes to Headquarters and President Friday prior to scheduled conference call.
- Communicate with affiliated organizations as requested/determined by the Executive Committee and/or Executive Director
- Assess the need for volunteers to enhance program/service delivery
- Author communications relative to the committee for such SDA communications as determined in schedule.
- Act as liaison to intersecting/overlapping committees.
- Work with Headquarters to keep committee information updated on the SDA National website – headshots of committee members/ quarterly review of website pages
- Prepare annual committee report
- Prepare annual wrap-up report and transfer of information for next committee chair.
- Post committee information to Basecamp.

**Bylaws and Governance Committee**

- Oversee the Bylaws and Governance Committee
- Submit, in accordance with Bylaws Article XVII, Amendments to the Bylaws of SDA.
- Consider, edit and/or correlate proposed Amendments as they may originate and as they are referred to, with the proposers of the Amendment identified in the notice
- Receive and examine Bylaws and Standing Rules, which are presented by Chapters for conformance with National Bylaws and Standing Rules and advise Chapter in writing of non-conformance, suggesting wording that will conform to National Bylaws and Standing Rules
- Maintain Chapter Bylaws and Standing Rules templates in conformance with national Bylaws and Standing Rules
- Reviews each chapter’s compliance with the Chapter Accord – submitting reports, financials, IRS, etc.
- Maintains a signed copy of the current Bylaws and Standing Rules, and distribute copies to ExCom and Chapter Presidents for their files
- Maintains a signed copy of the Bylaws of each Chapter, and provide a signed copy for the files of National Headquarters
- Identify Bylaws and Standing Rules changes needed and timeline for voting
- Presents proposed Bylaw and Standing Rules amendments during the Annual Business Meeting during EDSymposium

Revised: June 19, 2020