

## **Standard Operating Procedures (SOP), Jobs and Mission Functions for NMC Coordination Council Officers, Committee Members, and Political Campaign Support Task Force Chairs**

### **Founding Officers, Elected or Appointed Officers and Directors**

Presides over Board meetings and annual business meeting following Roberts Rules of Order to organize the making of motions, appropriate debate, and voting.

When NMC Coordination Council (i.e. Board) approval is required between meetings, the Chair organizes and disseminates the moving and seconding of motions by email, allows 5 days for email discussion prior to any voting, then collects votes until a quorum of the board has responded and a majority to accept or deny a motion has been received.

Appoints committee Chairs and officers with a 2/3 majority approval of NMC Coordination Council (i.e. the Board).

Presides over preparation of annual budget.

Cooperates with the Secretary to organize the agenda, time and place for Board meetings.

Serves as an ex-officio member of all committees.

Directs correspondence on behalf of NMC and serves as primary referral for individual campaign web-site inquiries.

Prepares annual activities report for annual business meeting.

Provides newsletter assistance to Secretary.

Serves as liaison to Political Parties, or appoints a representative from the Board.

Selects annual Member of the Year, if warranted, and presents award at annual Issues Forum Conference.

Selects annual Community Advocate of the Year, if warranted, and presents award at annual Issues Forum Conference.

Ensures that plaques, commemorative materials are procured in a timely manner prior to annual Issues Forum Conference.

### **Chair-elect**

Performs Chair's duties or assignments as needed or requested by Chair or NMC Coordination Council (i.e. Board).

Ensures that the plaque for out-going Chair is procured in a timely manner prior to annual Issues Forum Conference.

Performs Chair's duties or assignments as needed or requested by Chair or NMC Coordination Council (i.e. Board).

May be appointed by the Chair or Founding Co-Chairs to serve as Nominations Committee Chair.

May be appointed by the Chair Founding Co-Chairs to serve for 2-year term as liaison to a Specific Political Campaign or Party.

Assists in maintenance of checking and savings accounts and other financial records in cooperation and coordination with Founding Treasurer or Treasurer Deputy.

Assists in Payments of invoices.

Leads in Preparing annual budget for approval at fourth-quarter NMC Coordination Council (i.e. Board) meeting.

Presents annual budget report at business meeting.

Deposits in cooperation and coordination with Founding Treasurer or Treasurer Deputy registration payments for annual Issues Forum Conference.

Deposits in cooperation and coordination with Founding Treasurer or Treasurer Deputy payments (memberships, campaign lobbying income, donations and other income)

Forwards in cooperation and coordination with Founding Treasurer or Treasurer Deputy information from online membership payments to the Secretary.

Arranges for annual financial review in cooperation and coordination with Founding Treasurer or Treasurer Deputy.

Prepares and sends all annual reports).

### **Secretary**

Records minutes of all meetings (including any email votes since the last meeting), issues minutes and notices.

Organizes Board meetings (location, distribution of agenda, committee reports and other materials prior to Board Meetings) in cooperation with Chair.

Keeps current file of Corporate Records, including Articles of Incorporation, Bylaws, Standard Operating Procedures (SOP), and minutes of Board Meetings.

Prepares and mails quarterly newsletter, containing draft minutes of the previous Board meeting that will be submitted to the Board for approval at the next meeting.

Distributes quarterly newsletter at least one month prior to annual meeting that includes slate of officers for coming year.

Receives corporate mail and forwards to appropriate NMC officer, Board member, committee Chair or Task Force Chair.

Receives and records payments (memberships income, Issues Forum Conference registrations, donations and other income) and forwards to Founding Treasurer or Treasurer Deputy.

Enters membership information into database, maintains and ensures accuracy of membership database and mailing lists, and generates reports as requested by the Board or Chair.

Provides mailing list to Editor as needed.

Assists with registration for annual Issues Forum Conference.

Prepares Issues Forum Conference registration/participation packets, name tags, program (including abstracts and field trip and issue investigation details) including printing of same.

Provides SOPs and sign-up lists for committees at annual Issues Forum Conference and forwards sign-up lists to Committee Chairs.

Sends dues reminders to individual members prior to expiration of membership.

### **Editor**

Edits and publishes NMC Newsletter.

Coordinates advertising for NMC Newsletter (including pricing and invoicing).

Solicits new ad support and articles for NMC Newsletter.

Coordinates printing and reprinting of miscellaneous NMC publications (membership brochure; NMC Newsletter article reprints; plant lists; annual calendar, etc.)

Chairs Editorial Committee.

Prepares annual committee budget with appropriate line-item requests.

*Ex facto* member of all committees to review NMC publications and other materials.

## **Directors-Co-chairs**

Attend and participate in Board meetings (may be removed from the Board for failing to attend meetings).

Designate a proxy when necessary and inform the Chair.

Conduct the business of the Council as needed and requested by the officers between business meetings.

## **Function-Committees**

### ***Bylaws***

*The Bylaws Committee proposes appropriate bylaws amendments and incorporates approved amendments into the bylaws. The bylaws may be amended by a two-thirds vote of members present at any legally constituted meeting of the Bylaws Committee subject to final review and approval or veto by Founding Co-chairs and NMC Coordination Council.*

Drafts bylaws amendments, as requested by NMC Coordination Council (i. e. the Board), for Board approval by the meeting prior to the annual Issues Forum Conference.

Provides bylaw amendments approved by the Board to the Secretary for inclusion in the newsletter prior to the annual Issues Forum Conference.

At the annual business meeting, moves that the membership approve bylaw amendments previously approved by the Board.

Presents for consideration by the Board and NMC members any change in bylaws initiated by any Board Member.

Incorporates Board and membership approved amendments into the bylaws.

Coordinates with the Chair and Officers of the Board to ensure that the Corporate Records include the most current bylaws.

Reviews SOP's annually and submits proposed changes to the Board for approval.

Provides current SOP,s annually to Secretary and Web-site Committee.

Prepares annual committee budget with appropriate line-item requests.

### ***Control and Evaluation***

*Conducted by the protocols of the NMC Coordination Council bylaws.*

### ***Editorial Committee***

*The Editorial Committee assists the Editor with NMC publications.*

Assists editor in reviewing manuscripts submitted for NMC magazine, and text and graphics for other publications (membership brochure; issue list; etc.)

Assists editor in soliciting support for NMC Newsletter.

### ***Political Civic Literacy By-Doing Development Education***

*The Political Civic Literacy By-Doing Development Education Committee is responsible for providing funding and support for political education programs through the NMC aimed at increasing awareness and knowledge of how the political process impacts the economic and social conditions of our community and maintains an on-going liaison with The Issues Forum Conference Field Trips and Issue Investigation Committee!*

Prepares and issues point literature advertisements.

Coordinates evaluation and selection of the issue campaigns to receive funding.

Reports selections to Board for inclusion in annual activities report for the annual business meeting.

Follows up with financial and other in-kind support recipients to ensure projects are completed as described in proposals and that a paper is presented either at the annual NMC Issues Forum Conference and/or in NMC newsletter/magazine.

Seeks effective outreach activities to further NMC goals.

Prepares annual committee budget with appropriate line-item requests.

### **Finance**

*The Finance Committee oversees the financial matters of the NMC and develops recommendations regarding finance-related issues for the NMC Board of Directors that represent the best interest and financial well-being of the organization and maintains an on-going liaison with The Issues Forum Conference Field Trips and Issue Investigation Committee!*

The Finance Committee consists of five volunteer members from the NMC membership approved by the NMC Coordination Council (i.e. Board of Directors-Co-chairs).

Cross-representation from political parties, governmental agencies, universities, private enterprises, non-profit organizations or by individuals is desired.

Individuals having education or experience in the areas of campaign fund-raising, business, finance, or accounting will be encouraged to participate.

No more than two individuals from the same organization (employer) may serve on the Committee simultaneously.

One Committee member shall be the NMC Treasurer and one member shall chair the Committee (the Treasurer may not serve as Chair).

Committee membership terms shall last a minimum of three years and shall typically not exceed five years, at the discretion of the individual, except for the Treasurer's Deputy Issue and Campaign Representatives, who are appointed by the NMC Chair and approved by the Board of Directors for the length of their term.

Oversees the financial well-being of the NMC organization and IRS fund-raising compliance in conjunction with UBCA Community Trust, Incorporated NMC's 501(c4) business league partner organization .

Addresses financial matters, including but not limited to, budgeting, funding of committees, task forces, and positions, NMC expenditures, annual Issues Forum Conference finances, fundraising, scholarships, grants, donations, memorials, honorariums, tax matters, and other items related to the responsible financial management of the organization.

Reviews and addresses pertinent financial issues identified by the organization and brought forth by the NMC Coordination Council (i.e. Board of Directors-Co-chairs) for action.

Works closely with but independently of the Treasurer in ongoing reviews of the annual budget and develops recommendations for changes, management of financial resources, and resolution of issues.

Makes recommendations and takes actions consistent with the overall vision and goals of the Board of Directors-Co-chairs and the NMC organization.

### **Legislative**

*The Legislative Committee keeps the NMC Board and members informed about existing, pending, or needed legislative or regulatory actions and makes*

*recommendations to the Board of Directors concerning the course of action to be taken and maintains an on-going liaison with The Issues Forum Conference Field Trips and Issue Investigation Committee!*

Tracks and reports to NMC Coordination Council (i.e. the Board) on legislative issues at all levels of government that are of concern or interest to the NMC.

Collaborates with other organizations as necessary in providing legislators or members of the federal congress, state legislature, and local city council with information and assistance regarding legislation directly or materially affecting the goals of the NMC.

Performs special assignments as directed by the Chair or Board of Directors-Co-chairs.

Prepares communications related to proposed legislation as necessary.

Maintains a current version of the "model ordinance" (i.e. **Philadelphia Economic Development Ownership and Economic Opportunity Safety Net Action Plan Ordinance to be financed by the Individual Development Account Trust Agreement (IDATA™)** funding process) and provides copies to local governments upon request.

Provides "action alerts" about current or pending legislation that may need action from the Board or membership via web or email or other appropriate means.

Maintains a file of previously published legislative documents of interest to the NMC.

Prepares annual committee budget with appropriate line-item requests.

### ***Event Arrangements***

*The Event Arrangements Committee makes arrangements for the annual Issues Forum Conference site and associated physical requirements of the NMC's annual Issues Forum Conference maintains an on-going liaison with The Issues Forum Conference Field Trips and Issue Investigation Committee!*

Seeks locations for annual Issues Forum Conference and other NMC campaign related events.

Provides the Board of Directors a list of potential meeting sites and Issues Forum Conference or event dates for consideration by the Board at quarterly Board meetings.

Negotiates contracts for locations, with Board approval.

Provides the Editor and Secretary with literature about the meeting site: e.g. maps, hotel registration instructions, costs, local restaurants etc. by the second quarter Board meeting.

Arranges for catering, entertainment, Audio/Video equipment, space for poster displays and vendor displays, and other Issues Forum Conference needs, within the budget constraints determined by the Board.

Assists the Issues Forum Conference Program Committee, Vendor Committee and Issues Forum Conference Field Trip Committee with the annual preparations.

Ensures that arrangements are made for hotel rooms and other expenses for any expenses-paid personnel (keynote speakers, entertainers) for annual Issues Forum Conference and other events.

Prepares annual committee budget with appropriate line-item requests.

### ***Merchandise***

*The Merchandise Committee makes recommendations to the Board on NMC merchandise to be sold at annual Issues Forum Conference and other events for fund-raising.*

Selects merchandise vendors and procures merchandise for sale at the annual Issues Forum Conference as requested by Board.

Sets prices and sells goods at annual Issues Forum Conference in coordination with Founding Treasurer or Treasurer Deputy.

Maintains inventory records of remaining merchandise and reorders additional merchandise as necessary.

Prepares annual committee budget with appropriate line-item requests.

### ***Nominations***

*The Nominations Committee makes recommendations to the Board of Directors-Co-chairs on future Board members. The Past Chair may serve as Nominations Committee Chair.*

Solicits and vets nominees as needed.

Submits slate to Board for approval at least two months prior to annual business meeting for publication in quarterly newsletter.

Obtains biographical sketch and contact information for the Secretary and Editor for publication purposes.

Prepares annual committee budget with appropriate line-item requests.

### ***Outreach***

*The Outreach Committee provides outreach concerning the activities of the NMC in performing this function maintains an on-going liaison with The Issues Forum Conference Field Trips and Issue Investigation Committee!*

Tracks, updates and maintains NMC platform materials.

Attends and sets up display of platform materials literature at events, or finds some responsible party to staff the display, at meetings, festivals and other venues for education of the public and those involved in event management, to increase awareness of NMC education, environmental, economic and social, justice objectives to increase membership.

Ships display and materials to others as needed.

Gives presentations, or organizes other members to give presentations, about NMC platform issues at relevant meetings (e.g. campaign-events, community forums, etc.)

Designates a photographer or photographs activities at the annual Issues Forum Conference and other events sponsored or endorsed by the NMC.

Prepares annual committee budget with appropriate line-item requests.

### ***Political Party Liaison***

*The Political Party Liaison Committee maintains a dialogue with the political party committees (i.e. Democrats, Republicans, Greens, etc..) to identify areas of agreement and cooperation between NMC and the political parties, explore resolution of disagreements, and to clarify misperceptions held by either group; in performing this function maintains an on-going liaison with the Issues Forum Conference Field Trips and Issue Investigation Committee!*

Coordinates meetings with community or political entities and represents NMC as appropriate.

Works with party representatives to lobby for resolution of issues listed in NMC's List of education, environmental, economic and social justice issues platform.

Coordinates with the Research Committee to encourage issue

researchers to address topics that require clarification and would advance education, environmental, economic and social justice attainment in our community.

Reports proceedings of developments to Board.

Prepares annual committee budget with appropriate line-item requests.

### ***Platform Issues List***

*The Platform issue List Committee develops and maintains a list of our communities most pressing issues of education, environmental, economic and social justice matters and maintains an on-going liaison with the Issues Forum Conference Field Trips and Issue Investigation Committee. The list is updated every two years.*

Establishes a team of experts to assist in the resolution of education, environmental, economic and social justice matters using the best information and technology available, including the NMC survey of issues and concerns.

Determines clear definitions for the different categories of issues.

Evaluates education, environmental, economic and social justice issues.

Updates List of education, environmental, economic and social justice issues every two years.

Arranges and holds committee meetings at least bi-annually.

Suggested changes to the List of education, environmental, economic and social justice issues should be submitted to the committee at least 30 days prior to meetings to allow members adequate time to conduct their own research.

Absent members can only vote if participating by conference call or email and the Chair only votes to break a tied vote.

Maintains records of education, environmental, economic and social justice issue list selection process.

Responds, as necessary, to inquiries regarding the NMC education, environmental, economic and social justice issues list.

Provides the Board with education, environmental, economic and social justice issues expertise and advice as needed.

Verifies education, environmental, economic and social justice issue accounts submitted to the NMC database.

Oversees guidelines for sharing the NMC education, environmental, economic and social justice issues Database.

Coordinates printing and distribution of List of education, environmental, economic and social justice issues with Editor.

Prepares annual committee budget with appropriate line-item requests.

### ***Research***

*The Research Committee determines research priorities as requested by the Board of Directors. Reviews research proposals submitted to the NMC on education, environmental, economic and social justice issues and makes recommendations to NMC Coordination Council (i.e. the Board of Directors) and maintains an on-going liaison with the Issues Forum Conference Field Trips and Issue Investigation Committee.*

Maintains a prioritized list of research needs.

May identify and solicit potential funding sources for research.

Prepares and issues annual research grant advertisement (RFP), coordinating with the Editor, Secretary and Webmaster for public announcements.

Coordinates evaluation and selection of the research grant proposals to be supported to receive funding.

Reports selections to NMC Coordination Council (i.e. Board) for inclusion in annual activities report at business meeting and to Editor for reporting in NMC Newsletter.

Follows up with alliance partners or supported candidates to insure that research is completed as described in proposals or included in candidate platform position papers as agreed upon and that a papers or reports are presented either at the annual NMC Issues Forum Conference or in NMC magazine.

Prepares annual committee budget with appropriate line-item requests.

### ***Issues Forum Conference Program***

*The Issues Forum Conference Program Committee develops the objectives and theme for the annual Issues Forum Conference and implements the annual Issues Forum Conference program and maintains an on-going liaison with The Issues Forum Conference Field Trips and Issue Investigation Committee.*

Prepares call for papers and presentations for annual Issues Forum Conference.

Recruits speakers, moderators and Audio/Visual (A/V) assistants.

Prepares annual Issues Forum Conference program as requested by Board including speakers, moderators and A/V assistants.

Coordinates with Secretary, Editor, and Webmaster for announcements of the Issues Forum Conference in the quarterly newsletter, and on the web-site.

Reviews and assembles abstract submissions for program publication and distribution at Issues Forum Conference.

Arranges for poster exhibit space with Local Arrangements Chair.

Assembles Issues Forum Conference program, abstracts, and speakers' biographies as needed for submission to Issues Forum Conference. Provides these to Political Civic Literacy By-Doing Development Education Committee Chair for submission to NMC Coordination Council.

Completes program at least one month prior to annual Issues Forum Conference.

Notifies Event Arrangements Chair at least one month prior to annual Issues Forum Conference of any speakers requiring NMC to pay travel, hotel rooms or other expenses, and details of their travel itineraries.

Prepares annual committee budget with appropriate line-item requests.

### ***Issues Forum Conference Field Trips and Issue Investigation***

*The Issues Forum Conference Field Trips and Issue Investigation Committee makes arrangements, disseminates information, and handles participation in field trips and issue investigation prior to and at the annual Issues Forum Conference.*

Field Trips and Issue Investigation includes field investigation and interviews in the development of NMC's ***Get The People Paid Candidate Slates***, lobbying fund-raising support activities and ***political civic literacy by-doing*** events that advance community political, economic and social justice issue resolution.

Coordinates with Program Chair to develop field trips for annual Issues Forum Conference.

Provides details to Political Civic Literacy By-Doing Development Education, Event Arrangements, Political Liaison, Platform Issues List, Issues Forum Conference Program and Research Chairs for submission to NMC Coordination Council for Issues Forum Conference field trips and issues investigation at least one month prior to Issues Forum Conference.

Coordinates with Secretary to develop Field Trip Information and Registration/Participation form to be mailed to members at least two months prior to Issues Forum Conference.



Makes arrangements for dissemination of information to field trip participants at the Issues Forum Conference.

Prepares annual committee budget with appropriate line-item requests.

### **Web-site**

*The Web-site Committee maintains and updates the official NMC web-site in accordance with the guidelines determined by the NMC Founding Co-chairs and Treasurer and NMC Coordination Council (i.e. the Board).*

Forwards online membership information to Founding Treasurer or Treasurer Deputy and Secretary.

Updates web-site as appropriate and requested by Board including:

Posting CROP™ Neighborhood News Magazine (CNN) magazine and Newsletter

Updating Field Reports database

Maintaining List server

Posting calls for participation in Issues Forum Conference Field Trips and Issue Investigation events and items of concern

Posting annual meeting announcements

Updating information about Board members and committee and task force Chairs

Posting of current Bylaws and SOPs

Prepares annual committee budget with appropriate line-item requests.

### **NMC Campaign Task Force Chairs**

NMC Campaign Task Force Chairs in *coordination and cooperation with The Issues Forum Conference Field Trips and Issue Investigation Committee and other relevant NMC function committees.*

1. Provide an ongoing forum to share information about NMC's **Get The People Paid Individual Candidate Campaign participation**, lobbying fund-raising support activities and **political civic literacy by-doing** events that advance community political, economic and social justice issue resolution. Task Forces organizes workshops and/or field trips in cooperation with other relevant NMC functional committees. Task Forces may meet regularly or choose to conduct business electronically.

2. Each Task Force shall develop a campaign management of participation for the involved candidates. These documents are dynamic and should be revised and updated as new information arises. Each management plan contains::

- An issues statement, goals, objectives and recommendations statement.
- Compiles all known information into one document. The management plan should include information about identified social, economic impacts, of proposed and enacted laws supported by the candidates as it pertains to the implementation of actions that enhances NMC's involvement in the promotion of ***political actions that improve the economic and social conditions of our community and the local citizenry such as enactment of Philadelphia Economic Development Ownership and Economic Opportunity Safety Net Action Plan Ordinance to be financed by the Individual Development Account Trust Agreement (IDATA™) funding process!***

- Provides details to Political Civic Literacy By-Doing Development Education, Event Arrangements, Political Liaison, Platform Issues List, Issues Forum Conference Program and Research Chairs for submission to NMC Coordination Council for Issues Forum Conference field trips and issues investigation at least one month prior to Issues Forum Conference.

• Develops ***Fund Raising Campaigns*** in support of NMC political slate candidate and NMC general operations in compliance with NMC Coordination Council Bylaws focused on issues and actions ***that will improve the economic and social conditions of our community and the local citizenry!*** All Fund Raising Campaigns are to utilize a third party lock box collections procedure for mail in funding or electronic solicitations.

3. Task Force Chairs serve as the primary point of contact to the NMC Coordination Council and the media on matters related to the involved candidate as it pertains to the implementation of actions that enhances NMC's involvement in the promotion of ***political actions that improve the economic and social conditions of our community and the local citizenry!***

4. Task Forces spearhead efforts to generate fact sheets, brochures, displays and control guides for the general public and resource managers. Task Force members should make this information available at workshops, public meetings and at candidate jurisdiction "high traffic" community forums and meetings.

5. The Task Force Chairs, or designees, maintain a clearinghouse file of information by neighborhood candidate local jurisdiction . Task Forces are encouraged to make this information available on the NMC web-site

6. Each Task Force provides as requested by the NMC Coordination Council reports or at a minimum quarterly reports to the NMC Board and prepares a written annual report for the general membership.

Serves as Representatives to organizations affiliated with NMC:

Represents NMC to UBCA Community Trust, Inc. and/or CROP™ Action Team Member Organizations as requested by Board or NMC Founding Co-chairs or Treasurer.

Prepares annual committee budget with appropriate line-item requests.

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