

HPJC EXECUTIVE COMMITTEE RESPONSIBILITIES

President

1. Ensures the effective action of the board in governing and supporting the organization, and oversees board affairs. Acts as the representative of the board as a whole, rather than as an individual supervisor to the staff.
2. Speaks to the media and the community on behalf of the organization unless someone else is designated.
3. Develops agendas for meetings (in concert with an Executive Director when we have one). Presides at board meetings.
4. Recommends to the board which committees are to be established. Seeks volunteers for committees and coordinates individual board member assignments. Makes sure each committee has a chairperson, and stays in touch with chairpersons to be sure that their work is carried out; identifies committee recommendations that should be presented to the full board.
5. Determines whether executive committee meetings are necessary and convenes the committee, accordingly.
6. Establishes search and selection committees (usually acts as chair) for hiring an executive director. Convenes board discussions on evaluating the executive director and negotiating compensation and benefits package; conveys information to the executive director.
7. Ensures that board matters are handled properly, including preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new board members.

Vice President

1. Acts as the President/Chair in his or her absence; assists the president/chair on the above or other specified duties.
2. Along with President, oversee all committees and provide advice or assistance as needed to ensure they are working well.
3. Frequently assigned to a special area of responsibility, such as membership, media, annual dinner, facility, or personnel.
4. Attend and participate in monthly EC and quarterly Board meetings.

Treasurer

1. Manages the board's review of, and action related to, the board's financial responsibilities. May work directly with the bookkeeper or other staff in developing and implementing financial procedures and systems.
2. Ensures that appropriate financial reports are made available to the board. Regularly reports to the board on key financial events, trends, concerns, and assessment of fiscal health.
3. Chairs the Finance Committee and prepares agendas for meetings including an annual budget for approval of the HPJC Board. Monitors HPJC compliance with this budget.
4. Ensures compliance with IRS regulations and files appropriate records with IRS.
5. Ensures that both individual and organizational members pay their annual dues.
6. Participates in HPJC Development Committee.

Communications Secretary

1. Maintain and moderate HPJC e-mail lists – EC, Board and Announcements (FYI) lists.
2. Writes formal correspondence on behalf of HPJC as directed.
3. Liaisons with HPJC webmaster to keep HPJC website and Facebook current.
4. Serves as press contact for HPJC and issues press releases as directed,
5. Attend and participate in monthly EC and quarterly Board meetings.

Recording Secretary

1. Takes and publishes minutes at EC and Board meetings.
2. Attend and participate in monthly EC and quarterly Board meetings.

At-Large Executive Committee Members

1. Serve on other HPJC Committees as appropriate – Development, Membership, Communications/Outreach, Annual Peacemaker Awards Dinner, Annual Conference.
2. Attend and participate in monthly EC and quarterly Board meetings.

ALL Executive Committee Members

in addition to the responsibilities listed above, all Executive Committee members should also work to ensure that all of the other committees (listed below) have enough active members to properly function. Each EC member should actively serve on at least one of these other committees, and should help us find others to serve on the committees below (and do more than just attend meetings, of course).

In addition, all EC members should be familiar with the HPJC Bylaws, Strategic Plan, and policies adopted by the Board. They should work together to ensure the Bylaws and policies are followed and that suitable progress is made in implementing the Strategic Plan. These and other documents of use to the Board are posted at www.hpjc.org/board_info to make them easy to find.

HPJC STANDING COMMITTEE RESPONSIBILITIES

(Subject to change as some of the new committees become more active)

Fundraising/Development Committee

1. Develops and implements plan to ensure long-term financial stability of HPJC. This plan should include income from grants, major donors, individual and organizational memberships, and special fundraising events such as the Annual Peacemaker Awards Dinner.

Membership Committee

1. Monitors both individual and organizational membership in HPJC
2. Develops plan to grow the individual and organizational membership of HPJC.
3. Implements the membership growth plan along with other relevant committees.

Communications/Outreach Committee

1. Develops and implements communications/outreach plan for HPJC. This plan should include the HPJC website, social media, a periodic HPJC newsletter, articles in the Houston Peace News, participation in KPFT radio shows, Public Service Announcements on KPFT (especially for upcoming events), twice-monthly e-mail calendar of events newsletter, press releases, letters to the editor campaigns, and participation in community events.
2. Work with other committees (Fundraising/Development, ad hoc committees for specific events, etc.) as needed to help them with communications.

Annual Peacemaker Awards Dinner

1. Plan, develop and implement Annual Peacemaker Awards Dinner.

Annual HPJC Conference

1. Plan, develop and implement Annual Conference, in conjunction with the relevant working group that deals with the topics of the conference.

Annual HPJC Peace Picnic/Potluck

1. Plan, develop and implement Annual Peace Picnic/Potluck.