

# Roles & Responsibilities of the EXECUTIVE COMMITTEE

## Perform Oversight



All ExComm members have a responsibility to stay generally informed about the operations of ROOTS

## Exercise Fiduciary Responsibility



All ExComm members participate in the approval of the annual budget and review the organization's finances on a quarterly basis

## Hire Executive Director (ED) and Assess Performance




ExComm oversees the hiring process and sets the salary for EDs, as well as evaluates their performance

## Collaborate and Connect



ExComm members work together to build a collegial working relationship that contributes to consensus.

# Service Requirements EXECUTIVE COMMITTEE

- 
- **Attend at least** one 2-hour virtual ExComm meeting per month
  - **Participate** in 3 of 4 quarterly weekend retreats
  - **Help facilitate** the annual business meeting at ROOTS Week
  - **Allocate additional hours** to review materials and participate in different committees, task forces, and work groups
  - **Commit** to a term of 2-3 years service

If this sounds like you, or a ROOTer that you know, please fill out the nomination form by **Friday, March 15, 2024**.  
Questions? Contact your Board Chair, April C. Turner ([aprilcturner@gmail.com](mailto:aprilcturner@gmail.com)) or  
Board President, Ace McColl ([acemccoll@gmail.com](mailto:acemccoll@gmail.com))

# To serve on the EXECUTIVE COMMITTEE

## **COLLABORATE AND CONNECT**

ExComm members work together on special projects and recruit new members to represent the full diversity of the ROOTS community.

*All ExComm members participate in the approval of the annual budget and review the organization's finances on a quarterly basis.*

## **EXECUTIVE DIRECTOR (ED) PERFORMANCE REVIEW**

ExComm conducts an annual performance review for the ED and sets the position's annual salary.

## **ATTEND MONTHLY MEETINGS AND REVIEW DOCUMENTATION**

The Executive Committee (ExComm) receives regular in-person reports from staff to maintain the health and effectiveness of the organization. The ExComm is also responsible for reviewing organization-wide policies, including the by-laws, and submitting proposed changes for voting to the entire membership.

## **FINANCIAL STEWARDSHIP**

All ExComm members participate in the approval of the annual budget and review the organization's finances on a quarterly basis. ExComm members are required to attend the quarterly Finance Workgroup meetings in addition to regular monthly board meetings.

# EXECUTIVE COMMITTEE Frequently Asked Questions

## **WHO IS ELIGIBLE TO SERVE ON EXCOMM?**

Nominees must live in ROOTS' 14-state region or D.C. and be a Voting Member of currently active status.

## **WHAT IS THE TIME COMMITMENT AND COMPENSATION FOR EXCOMM MEMBERS?**

*It is difficult to establish an exact number on the amount of hours that ExComm members commit to this work. The time commitment varies depending on the day, week, month, and year due to the different needs of the organization. At a minimum, an ExComm member should expect to:*

- Attend one 2-hour Zoom meeting per month

- Participate in three to four in-person meetings during the year, which usually happen on weekends

- Help facilitate the annual business meeting at ROOTS Week

- Put in an additional hours each month for reading and reviewing materials, attending committees and work groups

- Complete a term of service of two to three years

- ExComm does not receive monetary compensation, however all travel costs related to their work are covered by Alternate ROOTS.



# EXECUTIVE COMMITTEE

## Frequently Asked Questions

### WHAT IS THE ELECTION PROCESS?

Call for nominations are made during the Winter season  
Nominees will be notified by June whether they will appear on the official slate of nominees  
Nominee names and bios are shared with ROOTS members 30 days in advance of ROOTS Week and online voting opens.  
At ROOTS Week, Nominees are given a few minutes to speak about their interest in serving and then answer questions from Members who are present at the Annual Meeting  
ExComm members are elected as a slate (a single group) in one vote during the ROOTS Annual Meeting

### HOW ARE MEETINGS PLANNED AND SCHEDULED?

ExComm Officers meet prior to the monthly ExComm meeting to plan the agenda.  
ExComm Chair with the assistance of ROOTS Staff sets meetings annually with the aim of finding optimal meeting times.

### WHAT ARE SOME ADDITIONAL BENEFITS TO SERVING ON EXCOMM?

In addition to working closely with other ROOTS members, serving on the board is a fantastic leadership and professional development opportunity. ExComm receives travel assistance and per diem funds to meet in person.



## NOMINATE YOURSELF OR ANOTHER ROOTS MEMBER TODAY!

If this sounds like you, or a ROOTer that you know, please fill out the nomination form by  
**Friday, March 15, 2024.**

Questions? Contact your Board Chair, April C. Turner ([aprilcturner@gmail.com](mailto:aprilcturner@gmail.com)) or Board President, Ace McColl ([acemccoll@gmail.com](mailto:acemccoll@gmail.com))

