



# Roles & Responsibilities of the *Executive Committee*



## ATTEND MONTHLY MEETINGS AND REVIEW DOCUMENTATION

The Executive Committee (ExComm) receives regular in-person reports from staff to maintain the health and vibrancy of the organization.

## FINANCIAL STEWARDSHIP

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



## EXECUTIVE DIRECTOR (ED) PERFORMANCE REVIEW

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

## COLLABORATE AND CONNECT

ExComm works together on special projects and recruits new members that represent the ROOTS community.





# 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?

- Attend one 90 minute Zoom meeting per month  
Participate in quarterly weekend retreats
- Help facilitate the annual business meeting at ROOTS Week
- Put in an additional 2-3 hours/month for reading and reviewing materials, attending committees and work groups
- Complete a term of service of three years
- ExComm does not receive monetary compensation



### WHAT IS THE ELECTION PROCESS?

- Call for nominations is made during the Spring 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 the vote in August
- 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 one week prior to the monthly ExComm meeting to plan the agenda. ExComm Chair 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, ExComm receives quarterly travel assistance and per diem funds to meet in person. ExComm participation is as a great leadership and professional development opportunity.

**NOMINATE YOURSELF OR ANOTHER ROOTS MEMBER TODAY!**