

Proposed Bylaw Amendments- Add Section 7.5: Updating & Publicizing Officer Job Descriptions – (Volume 5 Committee/Caucus)

Summary: These amendments would add elected officer job descriptions to the bylaws by adding the following (bold) sections to the Constitution. There are also proposals to restructure the NEC. Any amendment proposing to eliminate a position would supersede this amendment, and that position's text would be eliminated from the amendment. Any reference to a current position that is eliminated in the 2016 restructuring proposals will be eliminated. Compliance Note: This is a consolidation of approximately 11 proposed job descriptions in one document for convenience. It is under the 3 pg limit for each proposal.

Contact: This proposed amendment is being offered by Caitlin Kelly Henry ckh@caitlinkellyhenry.com (510)277-2025. You can give feedback here <https://tinyurl.com/NLGfeedback>.

Rationale

See rationale on proposal Volume 1.

Proposed Additions -Adding Bylaw Section 7.5 Committee/Caucus Representatives

- Attend all NEC meetings.
- Participate in at least one NEC Committee: Finance, Fundraising, Governance, or Convention.
- Raise \$500 a year for national NLG.

TUPOCC 1 (Permanent)

- Representing and supporting TUPOCC members. The job of the TUPOCC representatives is largely determined by the Caucus with the reps responsible for promoting those positions important to the group and supporting member projects. In fulfilling the duty of diligently representing TUPOCC members the rep shall:
 - Maintain ongoing communication with TUPOCC members about news, decisions in the NEC, TUPOCC and Guild Projects and other important information.
 - Determine and represent the interests of TUPOCC members between and beyond conventions by attending events in their area (and outside of their area when possible), and putting on programming for members in their locality.
 - Assist in local and national chapter growth, building resources for members and connecting them with existing resources.
 - Assist the national office staff, including but not limited to the Communications Director and the Membership Coordinator, with brainstorming about recruitment and retention of members of color and other issues related to building and maintaining a vibrant TUPOCC membership base.
 - Participate in conference calls with the other TUPOCC leaders
 - Facilitate the TUPOCC business meeting and anti-oppression trainings both at the NEC meeting and Convention

- Advertise, recruit for, and select recipients of the TUPOCC stipend and ensure that recipients get connected to other TUPOCC activities.
- Build power of NLG members of color within the NLG. This consists of advancing the position of members of color, creating community, providing support, advancing leadership of color within the guild and organizing TUPOCC members.
- Working with the NEC. There are a number of concrete tasks that the TUPOCC reps must complete in relation to the NEC, including
 - Attend quarterly NEC meetings, and if they for any reason cannot attend, inform the NEC and TUPOCC leaders in as timely a manner as possible.
 - Prepare quarterly TUPOCC reports for the NEC meetings that detail the activities of the reps, fundraising efforts, membership building efforts, and give a report back on TUPOCC activities across the country.
 - Send a summary of the NEC meeting to members via the TUPOCC listserv.
 - Fundraise \$500 annually cash or in kind (ie memberships)
- Anti-oppression. While the essence of TUPOCC's mission is grounded in anti-racism it is the continuing duty of reps and members to fight oppression actively on all fronts and support those who are embroiled in similar struggles and their Caucuses.
- Attend all NEC meetings in person.
- Participate in at least one NEC Committee: Finance, Fundraising, Governance, or Convention.

TUPOCC 2 (Permanent)

See rep 1

Committee/Caucus Representatives 3-10.

These 8 spots are by application and have recently been filled by

- Anti-Racism Committee
- Anti-Sexism Committee
- Disability Rights Committee
- International Committee
- Labor and Employment Committee
- Mass Defense Committee
- Military Law Task
- NextGen Committee
- Queer Caucus.