

The Responsibilities and Duties of the ONE DC Shared Leadership Team

The ONE DC Shared Leadership Team (SLT) combines the official Board of Directors of ONE DC, with other designated ONE DC member-leaders, and ONE DC full-time staff, in the governance, oversight and fiscal responsibility of the organization. The Leadership Team also ensures that the general operations of the organization are accounted for and operate as effectively as possible. The Leadership Team generally operates by consensus, however when a vote is required the official members of the ONE DC Board of Directors and Senior Staff members* are voting members of ONE DC's Leadership Team. [When complying with board actions and resolutions required by the legal bylaws of the organization, the official board members are the only voting members.]

**Senior Staff members are those full time employees who have been employed by ONE DC for at least two years, participate in wage solidarity, and are voted in as senior staff by the leadership team. Junior Staff members attend Leadership Team meetings and participate with the Leadership Team, but are not voting members of the Team. Part time staff, consultants, and interns, as well as ONE DC members, are invited to attend leadership team meetings and participate on the Team but are not voting members of the team.*

Responsibilities:

1. Accept and support ONE DC's vision, mission and values.
2. Be a current member of ONE DC in good financial standing ["good financial standing" includes providing in kind volunteer hours instead of a monetary contribution for membership dues].
3. Attend all monthly meetings (if a member misses three consecutive meetings unexcused, the member will be automatically dismissed from the Leadership Team; if misses four or more meetings unexcused in a year the Leadership Team will consider dismissal).
4. Actively participate on at least one Leadership Team committee.
5. Learn new development and technical skills, and attend two to four training workshops per year.
6. Actively participate in the planning processes of the organization (strategic, resource development and organizational), including participate in at least one strategic retreat per year.
7. Give and ask others to give/donate to ONE DC; and help find resources for the organization.
8. Be knowledgeable about ONE DC's programs, and participate in at least one campaign per year.
9. Keep up with ONE DC email correspondence weekly.
10. Attend the Annual Members' Meeting.
11. Attend at least two (and as many as possible) ONE DC public events such as Emancipation Day, Freedom School, Member Appreciation, Funders' Briefings, etc.
12. Have attended at least two LEAP programs and/or The Combahee-Drylongso Institute (previously the Kressley Institute). (Does not apply if these programs have not been offered in recent years).
13. Read materials distributed for the SLT meetings, retreats, etc.
14. Be familiar with ONE DC's history; as well as current issues in the District of Columbia that affect the role ONE DC will play in fulfilling its mission.
15. Maintain a working understanding of the concept of community organizing as envisioned by ONE DC.
16. Actively recruit and orient new members to ONE DC.
17. Participate in outreach days and on-on-ones with potential members (and members).
18. Reflect on our own, our committee's(s'), the campaigns', the Team's and the organization's effectiveness and productivity; participate in organizational accountability efforts.

Time Commitment:

About 10 hours per month average.

The Role and Duties of the ONE DC Board/Shared Leadership Team*Role of Governance*

Our By-Laws state that the role of the Board is to set direction and provide the oversight function for the organization. We are legally responsible for seeing that the “best practices” are used, based on our collective knowledge/skills, to carry out the mission of the organization.

Role of Program Oversight

- We share with the staff the creation of the organization’s vision, mission and values.
- We work with the staff on the development of goals and the creation of a strategic plan.
- We evaluate the effectiveness of these programs.
- We act as a point of contact and accept accountability for the work of the organization.
- We are attentive to any potential conflicts of interests.
- We assist in the recruitment of people who support the mission and goals of ONE DC.

Role of Financial Oversight

- We work with the staff on the development of the annual budget.
- We ensure complete and accurate financial statements, record keeping and reporting.
- We assist in fundraising initiatives as part of the organization’s resource development.

Leadership Team Practices

- No one’s time should be wasted. Meetings start on time.
- All materials are distributed before the meeting when possible.
- Meetings follow a standard agreed upon agenda.
- We practice democratic participation and consensus building.
- We operate as a team – we share leadership and take leadership when needed
- We keep written minutes of all meetings and decisions made.
- Committees operate according to their descriptions in the “Buckets” graphic and on the organizational chart; and are facilitated by co-chairs (usually staff paired with a “board” member).