NATIONAL COMMITTEE DESCRIPTIONS

ASSOCIATES

NEB Liaison: National Vice President

Committee Title
This committee shall be called the National Associates Committee of Jack and Jill of America, Inc.

Committee Membership
The committee shall be appointed by the National President. It will be comprised of one member from each region of the organization. Committee members shall be active Associate members and the Chair shall be rotated among the regions in alphabetical order by region or as determined by the National President. The liaison to the committee is the National Vice President. Committee members shall be recommended by their respective National Officer in consultation with the Regional Director and must be prepared to serve for two years. The National President shall serve as ex-officio member of the committee.

Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair, National Liaison or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Reporting
The Committee will have the minutes of each meeting prepared and submitted to the National President and the national liaison following the meeting.

Duties & Responsibilities
The Committee’s responsibilities are to identify areas of the organization (e.g. programming, fundraising) where Associates can best support Jack and Jill of America, Inc., coordinate the Mother-Away-From-Home Project and National Day of Service project and provide ongoing communication to Associate members.

Charge to the Committee
- Review recommendations of 2014-2016 National Associates Committee
- Work in partnership with the National Vice President and Headquarters to plan the 2017 Associates Retreat
- Plan the Associates Breakfast at the 2018 National Convention

BUDGET & FINANCE

NEB Liaison: National Treasurer

Committee Title
This committee shall be called the National Budget and Finance Committee of Jack and Jill of America, Inc.

Committee Membership
The committee shall be comprised of the Regional Treasurers of each region. The Chair of the Committee is the National Treasurer. The National President shall serve as an ex-officio member of the committee.

Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Reporting
The Committee will have the minutes of each meeting prepared and submitted to the National President following the meeting.
Duties & Responsibilities
The committee’s principal responsibilities are to see that Jack and Jill establishes and follows appropriate accounting policies and internal controls; that the organization issues financial statements and reports on time and in accordance with regulatory obligations related to tax-exempt status and other laws affecting Jack and Jill of America.

Charge to the Committee
- Review recommendations of 2014-2016 National Budget and Finance Committee
- Propose a budget for 2018-2020

CONSTITUTION & BYLAWS

NEB Liaison: National Corresponding Secretary

Committee Title
This committee shall be called the National Bylaws Committee of Jack and Jill of America, Inc.

Committee Membership
The committee shall be appointed by the National President. It will be comprised of one member from each region who serve as regional bylaw chairs. Committee members shall have parliamentary experience and the Chair shall have attended at least one national convention. The national liaison of the Committee is the National Corresponding Secretary. Committee members shall be recommended by their respective National Officer in consultation with the Regional Director and must be able to serve for two years. The National President shall serve as an ex-officio member of the committee.

Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair, National Liaison or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Reporting
The Committee will have the minutes of each meeting prepared and submitted to the National President and the national liaison following the meeting.

Duties & Responsibilities
The committee’s principal responsibilities are to oversee the revision and adoption process as stated in our national constitution and bylaws.

Charge to the Committee
- Review recommendations of 2014-2016 National Bylaws Committee
- Prepare revised bylaws for distribution by November 1, 2016
- Present proposed bylaws for adoption by April 1, 2017 for 43rd National Convention

FATHERS’ AUXILIARY

NEB Liaison: National Corresponding Secretary

Committee Title
This committee shall be called the National Fathers’ Auxiliary Committee of Jack and Jill of America, Inc.

Committee Membership
The committee shall be appointed by the National President. It will be comprised of one member from each region of the organization. Committee members shall be active fathers of the organization and the Chair shall have attended at least one national convention. The chairman shall be rotated among the regions based on the national convention. The liaison to the committee is the National Corresponding Secretary. Committee members shall be recommended by their respective National Officer in consultation with the Regional Director and must be able to serve for two years. The National President shall serve as ex-officio member of the committee.

Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair, National Liaison or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Reporting
The Committee will have the minutes of each meeting prepared and submitted to the National President and the national liaison following the meeting.
Duties & Responsibilities
The Committee is a standing Committee of the national organization. Its principal responsibilities are to address past, present and future issues regarding the Fathers’ Auxiliary; improve the participation amongst the fathers at the local level; strengthen communication at the national, regional and local level; recommend changes in the bylaws to reflect current and future direction.

Charge to the Committee
- Review recommendations of the 2014-2016 National Fathers’ Auxiliary Committee
- Promote and increase number of Fathers’ Auxiliaries at the Chapter level
- Partner with National Executive Board to support National events
- Support training of Teen Advisors, Teen Conference Chaperones and volunteering fathers (POPS)

LEGISLATIVE
NEB Liaison: National President

Committee Title
This committee shall be called the National Legislative Committee of Jack and Jill of America, Inc.

Committee Membership
The committee shall be appointed by the National President. It will be comprised of one member from each region of the organization. Committee members shall have legal or legislative experience and the Chair shall have attended at least one national convention. The liaison to the committee is the National President. Committee members shall be recommended by their respective National Officer in consultation with the Regional Director and must be able to serve for two years. The National President shall serve as ex-officio member of the committee.

Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Reporting
The Committee will have the minutes of each meeting prepared and submitted to the National President following the meeting.

Duties & Responsibilities
The Committee is a standing Committee of the national organization. Its principal responsibilities are to provide leadership and collaborative development to strengthen Jack and Jill of America’s legislative advocacy program.

Charge to the Committee
- Review recommendations of the 2014-2016 National Legislative Committee
- Support communication and execution of Jack and Jill’s “Our Families Matter” campaign
- Plan and execute the 2017 national On The Hill Summit in Washington DC
- Identify engaging methods to communicate the organization’s legislative thrust

MEMBERSHIP
NEB Liaison: National Vice President

Committee Title
This committee shall be called the National Membership Committee of Jack and Jill of America, Inc.

Committee Membership
The committee shall be appointed by the National President. It will be comprised of one member from each region of the organization. Committee members shall have chapter membership chair experience and the Chair shall have attended at least one national convention. The liaison to the committee is the National Vice President. Committee members shall be recommended by their respective National Officer in consultation with the Regional Director and must be able to serve for two years. The National President shall serve as ex-officio member of the committee.

Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair or National Vice President or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.
Committee Descriptions

Reporting
The Committee will have the minutes of each meeting prepared and submitted to the National President and national liaison following the meeting.

Duties & Responsibilities
The Committee’s principal responsibilities are to identify improvement strategies for the organization's recruitment, retention and intake strategies.

Charge to the Committee
- Review recommendations of the 2014-2016 National Membership Committee
- Continually update the Vice President/Membership Toolkit electronically
- Support New Chapter Establishment process as needed.

NOMINATING

NEB Liaison: National Recording Secretary

Committee Title
This committee shall be called the National Nominating Committee of Jack and Jill of America, Inc.

Committee Membership
The committee shall be elected by the body. It will be comprised of one member from each region of the organization elected at the previous Mothers’ Conference. Committee members shall have served as Regional Nominating Chair at the Mothers’ Conference. The Committee Chair shall be rotated among the regions in alphabetical order by region. The liaison to the committee is the National Recording Secretary.

Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair, National Liaison or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Reporting
The Committee will have the minutes of each meeting prepared and submitted to the body at the national convention.

Duties & Responsibilities
The Committee is a standing Committee of the national organization. Its principal responsibility is to ensure continued leadership excellence in the organization. The committee shall identify a slate of candidates for national office by April 1 of the year of the National Convention.

Charge to the Committee
- Review recommendations of the 2014-2016 National Nominating Committee
- Act as a source of information to candidates seeking office
- Ensure Regional Delegates/Alternates are knowledgeable about the election process
- Ensure campaign guidelines are adhered to
- Offer assistance to Regional Directors for Teen Conference elections
- Manage other duties per the national bylaws

POLICY & PROCEDURES

NEB Liaison: National Corresponding Secretary

Committee Title
This committee shall be called the National Policy and Procedures Committee of Jack and Jill of America, Inc.

Committee Membership
The committee shall be appointed by the National President. It will be comprised of one member from each region. Committee members shall have bylaws or parliamentary experience and the Chair shall have attended at least one national convention. The national liaison of the Committee is the National Corresponding Secretary. Committee members shall be recommended by their respective National Officer in consultation with the Regional Director and must be able to serve for two years. The National President shall serve as an ex-officio member of the committee.
Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair, National Liaison or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Reporting
The Committee will have the minutes of each meeting prepared and submitted to the National President and the national liaison following the meeting.

Duties & Responsibilities
The committee’s principal responsibilities are to oversee the revisions and adoption of the organization’s policies and procedures.

Charge to the Committee
- Review recommendations of the 2014-2016 National Policies and Procedures Committee
- Present proposed Policies and Procedures changes for adoption at National Convention in 2018

PROGRAM

NEB Liaison: National Program Director

Committee Title
This committee shall be called the National Program Committee of Jack and Jill of America, Inc.

Committee Membership
The committee shall be appointed by the National President. It will be comprised of one member from each region of the organization. Committee members shall have chapter or regional programming experience. The Chair of the Committee is the National Program Director. Committee members shall be recommended by their respective National Officer in consultation with the Regional Director and must be able to serve for two years. The National President shall serve as ex-officio member of the committee.

Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair, National Liaison or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Reporting
The Committee will have the minutes of each meeting prepared and submitted to the National President following the meeting.

Duties & Responsibilities
The committee’s responsibilities are to act as a program resource and support the development and execution of the national programming thrusts. In addition, the Committee will work to identify national partners who complement the national programming thrusts.

Charge to the Committee
- Review recommendations of 2014-2016 National Program Committee
- Galvanize the organization around national programmatic thrusts
- Support and execute programming best practices
- Act as a programming resource to Regions
- Identify mission aligned community partners
- Create a programming best practice portal on national website
PROTOCOL

NEB Liaison: National President

Committee Title
This committee shall be called the National Protocol Committee of Jack and Jill of America, Inc.

Committee Membership
The committee shall be appointed by the National President. It will be comprised of one member from each region of the organization. Committee members shall have experience and knowledge with J&J protocol customs and etiquette.

The Chair shall have attended at least one national convention. The liaison to the committee is the National Vice President, but will transition to the National President during a National Convention year. Committee members shall be recommended by their respective National Officer in consultation with the Regional Director and must be able to serve for two years. The National President shall serve as ex-officio member of the committee.

Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair, National Liaison or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Reporting
The Committee will have the minutes of each meeting prepared and submitted to the National President and national liaison following the meeting.

Duties & Responsibilities
The Committee’s principal responsibilities are to ensure Jack and Jill membership and leaders are educated on proper protocol. Act as trainers to chapters and regions.

Charge to the Committee
- Create a nationwide protocol manual
- Act as a regional resource on all protocol matters
- Lead protocol for all national events

PUBLIC RELATIONS

NEB Liaison: National Editor

Committee Title
This committee shall be called the National Public Relations Committee of Jack and Jill of America, Inc.

Committee Membership
The committee shall be appointed by the National President. It will be comprised of one member from each region of the organization. The Chair of the Committee shall have public relations experience and shall have attended at least one national convention. The liaison to the Committee shall be the National Editor. Committee members shall be recommended by their respective National Officer in consultation with the Regional Director and must be able to serve for two years. The National President shall serve as ex-officio member of the committee.

Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair, National Liaison or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Duties & Responsibilities
This is an ad-hoc Committee of the national organization. Its principal responsibilities are to create an integrated communication/media plan focused on strengthening Jack and Jill of America’s brand and external awareness. In addition, the committee should ensure organizational creative and messaging consistency across all communication vehicles.

Charge to the Committee
- Review recommendations of 2014-2016 National Public Relations Committee
- Identify and utilize effective Broadcast, Print and Social mediums ensuring maximum exposure of the brand and the timely/relevant works of the organization (which includes the dissemination of the 2016 Literary PSA)
- Identify all strategic PR & marketing opportunities designed to showcase the brand and programmatic thrusts of the organization
- Create an annual social media calendar
STRATEGIC PLANNING

NEB Liaison: National President

Committee Title
This committee shall be called the National Strategic Planning Committee of Jack and Jill of America, Inc.

Committee Membership
The committee shall be appointed by the National President. It will be comprised of one member from each region of the organization. Committee members shall have experience in strategic planning, quantitative or qualitative research or as a focus group moderator. The liaison to the committee is the National President. Committee members shall be selected by the National President. The National President shall serve as ex-officio member of the committee.

Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Reporting
The Committee will have the minutes of each meeting prepared and submitted to the National President following the meeting.

Duties & Responsibilities
The Committee is an ad-hoc Committee of the national organization. Its principal responsibilities are to listen to the POBAs (Perceptions, Opinions, Beliefs and Attitudes) of Jack and Jill members and to use key insights to guide the development of a strategic plan.

TECHNOLOGY

NEB Liaison: National Recording Secretary

Committee Title
This committee shall be called the National Technology Committee of Jack and Jill of America, Inc.

Committee Membership
The committee shall be appointed by the National President. It will be comprised of one member from each region of the organization. Committee members shall have computer or information technology experience and the Chair shall have attended at least one national convention. The liaison to the committee is the National Recording Secretary. Committee members shall be recommended by their respective National Officer in consultation with the Regional Director and must be able to serve for two years. The National President shall serve as ex-officio member of the committee.

Meetings
The committee shall meet at least quarterly and such other times as shall be determined by the Chair, National Liaison or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Reporting
The Committee will have the minutes of each meeting prepared and submitted to the National President and national liaison following the meeting.

Duties & Responsibilities
The Committee’s principal responsibilities are to assess the current state of the organization’s technology component (MIS); identify the MIS needs and requirements from the body, chapters, regions and national officers; recommend next steps for meeting the needs of the organization; act as liaisons/trainers to chapters within the respective regions.

Charge to the Committee
- Provide ongoing support and communication to chapter MIS administrators
- Ensure accurate member data for every chapter/region
- Provide training to chapter administrators during clusters, conferences etc.
- Develop plan for implementation of web-based chapter boundary tool based on the pilot
- Determine future MIS needs
NATIONAL TEEN BOARD

NEB Liaison: National Editor

Committee Title
This committee shall be called the National Teen Board of Jack and Jill of America, Inc.

Committee Membership
The committee shall be comprised of the seven Teen Presidents, one from each region of the organization elected at the previous Teen Regional Conference. The liaison to the Teen Board is the National Editor.

Meetings
The committee shall meet at least every other month and such other times as shall be determined by the Chair, National Liaison or National President. A simple majority of the Committee shall constitute a quorum for the transaction of business.

Reporting
The Committee will have the minutes of each meeting prepared and submitted to the National President and national liaison following the meeting.

Duties & Responsibilities
The National Teen Board (NTB) was formed in 2013. The purpose of the NTB is to give teens a voice on the national level and to help Jack and Jill youth unite across the nation. The board is represented by each of the Regional Teen Presidents who serve as role models and examples of the Jack and Jill experience. Their focus is providing teens more of a voice in important issues and by celebrating the accomplishments of the organization to America to help further eliminate the stereotypes of the average black teenager.

Purpose of the National Teen Board:
- To give teens a voice on the national level
- To help Jack and Jill unite teens across the nation
- To encourage teens to participate in National Teen Talk webinars
- To encourage teens to run for office
- To inform and prepare the incoming Regional Teen Presidents for their duties

Charge to the Committee
- Recommend topics for monthly teen forums
- On respective years, partner with National Legislative Committee and National Convention Planning Committee to assist in teen programming