

Board of Director



SWIFAMILIES.ORG/SELF-ADVOCACY-SOLUTIONS

Self advocacy Leadership

In order to run the group, self advocacy groups create a leadership system. They are responsible for taking care of the business of the group. It is the responsibility of the leaders to make sure the decisions made by the members are completed.



Leadership roles

To help run the group, there are different electable positions that may specialize in certain parts of the group. Each position has different responsibilities but they all work together to keep the group running.

Board member positions

- President**
- Vice President**
- Treasurer**
- Secretary**
- Advisers**

President

- Elected by members of the group
- Responsible for leadership and direction to the board
- Keeps the mission in focus during all meetings
- Makes sure everyone has an opportunity to speak
- Chairs meetings and maintains agenda flow



Vice President

- Elected by members
- Provides back up for the president
- May be assigned to chair certain committees



Secretary

- Elected by members
- Maintains organization documents
- Maintains minutes of all meetings
- Organize meetings



Treasurer

- Elected by members
- Approves and monitors financial records
- Sees sufficient funds are available
- Responsible for payments
- Reports to the group the financial condition of the group



Advisors

- Elected by members
- Provides technical assistance to members of the group
- Assist in day to day operations of the group
- Does not vote on the matters being decided by the group



Committees

- ❑ Group committees are small groups of members
- ❑ They are created to develop and recommend plans and policies that are then reviewed and voted on by the group



Choosing your leadership

Having leadership position comes with great responsibility. It is important to choose the right members for each position. It is through their leadership that will help the group reach their goals.



Once you are ready to choose leaders, you should discuss with the group the leadership positions available. Talk about the responsibilities for each position. Make sure everyone understands what will be required of them before choosing to run for the position. It is important to choose the best qualified person for the position.

Qualities to look for in leaders

- Members have knowledge or experience
- Members have the time for the added responsibilities
- Members fully support the mission of the group