

Northeastern University Future Leaders

Working Charter

Summary

Northeastern University Future Leaders (NUFL) is an affinity group which aims to provide professional and personal development opportunities for faculty and staff in the early to middle stages of their higher education careers. This group provides members with mentoring, professional development, networking opportunities, and community across Northeastern's global campuses.

Mission and Goals

The mission of this group is to establish a community of faculty and staff across the institution who seek to advance personally and professionally in their careers. Our key focus areas are:

- **Career Advancement:** To develop and cultivate tools and skills that aid in the professional growth of the membership and offer relevant mentorship opportunities, with the end goal of preparing members for the next step or phase in their career trajectories.
- **Social Engagement:** To raise awareness and promote community building through volunteer drives, community events, social mixers, etc. We aim to connect young professionals and communities who are in need of services.
- **Personal Development:** To facilitate the development of robust personal networks and programming for personal growth.

Structure and Organization

The NUFL affinity group is led in partnership with the Office of Institutional Diversity and Inclusion, which acts as a liaison, advisor and funding source to the group. NUFL membership is inclusive of all Northeastern faculty and staff, primarily in the early to middle stages of their careers [hereinafter referred to as "NUFL Members"]. NUFL consists of a general faculty and staff membership that is led by a Planning Committee (PC) consisting of up to 12 core members and is overseen by 2 co-chairs. Subcommittees may be created and disbanded as needed; participation in subcommittees is open to the full membership.

The full NUFL PC meets twice monthly; the second meeting of the month will be open to general body members to share ideas on programming and organization goals. Additional meetings may be organized as needed.

Planning Committee's Role and Responsibilities

The NUFL Planning Committee leads the execution of the affinity group's programs and activities.

The Planning Committee is a collective working group that acknowledges the equal value of each member's leadership contribution.

Membership within the Planning Committee is open to any members of NUFL. The NUFL Planning Committee consists of a maximum of 12 NUFL members from across the institution, including 2 co-chairs. NUFL Planning Committee members commit to a minimum one-year term upon election. NUFL Planning Committee members may be re-elected for additional terms.

NUFL Planning Committee members are responsible for meeting the following expectations:

- Attend and participate in Planning Committee meetings and ad hoc committees
- Organize and participate in events for the group in accordance with NUFL focus areas
- Promote the affinity group amongst colleagues
- Recruit new members and cultivate future leadership
- Provide input and direction for the group / guide the overall vision for the group
- Maintain a working charter throughout the year; under co-chair direction, review and adjust working charter at the end of each year, prior to new PC elections
- Reconcile / audit / manage OIDI-allocated funds
- Assess programming to meet the needs of NUFL and contribute to an annual report for each fiscal year
- Promote the academic and professional ideals of Northeastern University's strategic plan

Subcommittees - Membership and Responsibilities

Subcommittees may be created, as needed, for special events and projects, and should be maintained or disbanded in keeping with the needs of NUFL. Subcommittees can be proposed by any member of the Planning Committee. All subcommittees must have at least one lead that reports up to the NUFL co-chairs; subcommittees must be led by a member of the Planning Committee; participation in subcommittees is open to all members.

Co-chairs – Roles and Responsibilities

Co-chairs can self-nominate or be nominated for a vacant position. Two co-chairs will lead the group. Co-chairs serve a two-year staggered term and have the following expectations:

- Lead the Planning Committee (see Planning Committee's Roles and Responsibilities)
- Facilitate Planning Committee meetings
- Approve agenda and take notes
- Maintain communication with OIDI
- Serve as central point of contact for NUFL
- Guide NUFL projects and events to completion
- Review and amend NUFL working charter
- Review and amend NUFL working documents
- Support transitions in leadership

Chair Emerites – Role and Responsibilities

Chair Emerites is role appointed to a person of the following prior positions/experience (listed in priority of offer):

- Co-chair that is ending their term.
- A Planning Committee Member (including Vice Chairs) that has served for 3+ years

This role serves as an advisor for the current Co-chairs and Planning Committee at large. In the event that a Co-chair must step down during the year, the Chair Emerites will assume the Co-chair position until an election is held.

This role serves without a limit; the chair emerites can step down at the end of any fiscal year. This is a non-voting position that does not hold the standard roles and responsibilities as Planning Committee members. A new, additional chair emerites may be elected each year, contributing their historical knowledge to a larger advisory body.

Vice Chair – Roles and Responsibilities

Vice Chairs are responsible for meeting the following expectations:

Create strategic planning.

- Develop subcommittees as needed in order to execute shared vision.
- Develop instruments to evaluate and assess NUFL's impact/engagement and implement the standard assessments as required for OIDI affinity group reporting purposes.
- Create a collaborative Annual Report.
- Provide a one-page officer's report to their successor, detailing the landscape of the group as it pertains to their role and the advancement of NUFL's mission.

Vice Chair of Communications and Marketing

The Vice Chair of Communications and Marketing (VCCM) will be responsible for managing external messaging to NUFL membership and the university at large. The VCCM is responsible for the creation and maintenance of marketing materials and NUFL's digital presence.

Vice Chair of Finance

The Vice Chair of Finance will be responsible for managing NUFL's budget, ensuring fiduciary responsibility of NUFL's actions. The Vice Chair will provide financial approval for all events and expenditures based on available funds and ensure completion of OIDI event-based/monthly reporting. If needed, the VCF is responsible for fundraising to support NUFL operations and programming. The VCF should feel empowered to develop relevant programming.

Vice Chair of Membership

The Vice Chair of Membership (VCM) will be responsible for the recruitment and retention of members, including an ongoing membership development strategy, maintaining institutional relationships in partnership with VCCM, and maintaining membership rosters. The VCM will be responsible for enabling evidence-driven decision-making and providing incremental forecasts.

Vice Chair of Strategic Advocacy

The Vice Chair of Strategic Advocacy will be responsible for leading the Anti-Racism Call to Action Committee and diversity and inclusion-oriented initiatives.

Bylaws

Planning Committee Membership

If a Planning Committee member is unable to reasonably meet expectations or perform duties, they must notify the co-chairs immediately. If a NUFL Planning Committee member wishes to step down from the committee, they must notify the co-chairs and work with the co-chairs to delegate any assigned tasks/responsibilities to another member.

If a Planning Committee member is determined by a co-chair to be unable to reasonably meet expectations or perform duties, the co-chairs reserve the right to implement a probationary period of a duration befitting the circumstances. Following failure to demonstrate reasonable improvement, the co-chairs reserve the right to dismiss the Planning Committee member at their discretion.

Decision making and quorum

Decisions of the Planning Committee are made by consensus. If a consensus cannot be reached, a majority vote of a quorum of Planning Committee Members (51%) is required, unless otherwise stated in the charter. To establish quorum, more than half (51%) of the Planning Committee members must be present.

The complete Planning Committee membership must participate in any voting related to changes to the bylaws, election/dismissal of co-chairs, and amendments to the charter. Voting must be done at the first PC meeting of the month (excluding general body members). A co-chair must be present for all voting.

Elections

General Elections

Elections take place in May and June, with new leadership taking effect July 1. Candidates for the Planning Committee can self-nominate or be nominated. Planning Committee members are elected by the membership at-large with a majority vote.

Leadership Elections

Candidates for leadership positions can self-nominate or be nominated. In the event of multiple prospective candidates, leadership positions will be voted on by the Planning Committee and require approval of at least one NUFL co-chair. A majority vote of 51% is required.

Ad hoc Elections

In the event that a Vice Chair position becomes vacant off-cycle and there are multiple interested candidates, a vote will be held by the Planning Committee and requires approval of at least one NUFL co-chair. A majority vote of 51% is required.

Additional co-chair election details:

In the event of multiple prospective candidates, co-chairs will be voted in by the Planning Committee. In the event that a co-chair fails to reasonably fulfill the expectations of their role, the Planning Committee can remove the co-chair by a majority vote (51%) in favor. In the event that a co-chair resigns their position, the Chair Emerites will assume the position until an ad hoc election can be held.

Amendments

At the end of the fiscal year, Co-chairs are responsible for reviewing the working charter and implementing changes to be approved by vote.

Amendments to the charter and standing committees can be proposed by anyone on the Planning Committee. Amendments will be ratified by a majority vote (51%) by the Planning Committee; there must be quorum. Amendments to the roles and responsibilities of leadership roles, including the co-chairs, require a $\frac{2}{3}$ vote of the Planning Committee.

Charter development history

Development of this charter was completed in 2020 by the following Planning Committee members of the Northeastern University Future Leaders:

- Laura Adrien
- Taryn Anastas
- Ashley Armand
- David Dawson, Co-chair
- Audrey Grace, OIDI advisor
- Sri Teja Kotha, Project manager
- Marisa Luse
- Emmie Nguyen
- Emily Talley, Co-chair
- Anthony Wilder, OIDI advisor

This charter was updated in 2021 by NUFL Co-chairs Dianna Bronchuk and Emily Talley, and voted in on June 30, 2021 by the following members of the 20-21 Planning Committee:

- Laura Adrien
- Taryn Anastas
- Marissa Brush
- Tyler Manoukian
- Cari Roche
- Kjirsten Seiler
- Dawn Shirak