

Affiliate Network Executive Council Charter

PURPOSE

FASD United's Affiliate Network Executive Council (ANEC) is the AC's leadership body that provides guidance, feedback, and oversight regarding Affiliate Network policies, programs, priorities, strategy, positions, and activities. ANEC aims to reflect, serve, and support the regional, sector, generational, racial/cultural, socioeconomic, and other kinds of diversity within the Affiliate Network.

ANEC operates independently in accordance with FASD United's mission, values, strategic objectives, and commitments to entities providing funding for the Affiliate Network. FASD United is responsible for informing the ANEC of specific Affiliate tasks or activities required by funders; advising the ANEC if any of its recommendations or actions that conflict with the organization's mission, values, or strategic objectives; and collaborating with the ANEC to resolve any conflicts. FASD United reserves the right to revise Affiliate Network policies, programs, priorities, and positions in consultation with ANEC.

COMPOSITION

ANEC consists of eleven to fifteen (11-15) Affiliate voting representatives, plus ex officio FASD United's designated leadership staff and the Affiliate Network Director. Other FASD United staff may provide input or attend a particular ANEC meeting at the invitation of the ANEC leadership team, FASD United's Affiliate Network Director, or the Executive Director. (Requests to include an FASD United staff (or anyone else) as a guest or presenter at a particular meeting should be

communicated to the ANEC Chair or Affiliate Network Director at least 10 days in advance of a meeting-- barring an emergency--to ensure inclusion on the agenda.)

ANEC PRIMARY RESPONSIBILITIES

- Provide guidance, feedback, and oversight regarding Affiliate Network policies, programs, priorities, strategy, positions, and activities
- Support the Affiliate Network Director's planning and coordination of programs, events, and activities
- Engage with Affiliates (e.g., through a work group, via email, reaching out via Direct Messaging during an Affiliate Network monthly meeting, etc.) and help build community within the AC
- Ensure the diverse perspectives, ideas, and needs of the Affiliate Network are considered as ANEC fulfills its responsibilities
- Serve as a sounding board for FASD United Leadership and the Affiliate Network Director
- Review applications and vote to approve or reject applications from organizations for Affiliate or Associate status
- Seek feedback and guidance from FASD United's Executive Director regarding Affiliate Network policies, programs, priorities, strategy, positions, and activities that require legal consultation, FASD United staff feedback, or the FASD United Board of Directors' consideration and/or approval.

ANEC MEMBER ROLE & RESPONSIBILITIES

- Participate in the ANEC onboarding process
- Attend consistently and actively participate in ANEC monthly meetings
- Chair, Co-Chair or actively participate in an Affiliate Network committee, work group, or project

- Attend Affiliate Network activities and events (virtual and in person as able)
- Participate in FASD United Affiliate Network events, activities, and projects, as able

Eligibility:

- ✓ Member of an Affiliate in good standing that has been an Affiliate for at least 12 months
- ✓ Demonstrate consistent attendance and active participation in Affiliate Network activities such as the Affiliate Network monthly meetings, the Affiliate Summit, etc.
- ✓ Ideally, already participate in an Affiliate Network work group or project
- ✓ Submit the ANEC application form required to be included on the Affiliate Network ballot
- ✓ Participate in the ANEC onboarding activities, review New Member packet, and sign ANEC Agreement

Expectations:

- Consistent attendance and active participation in ANEC's monthly meetings
- Review relevant documents and other materials in advance of meetings to ensure full participation in ANEC discussion and decision making
- Serve as a Chair or Co-Chair of an Affiliate Network committee, work group, or Affiliate Network project OR serve as an active member of an Affiliate Network committee, work group or Affiliate Network project
- Respond to requests for input and feedback in a timely manner
- Fulfill ANEC responsibilities such as reviewing Affiliate/Associate applications
- Participate in ANEC special meetings, retreats, and other activities

- Uphold FASD United, Affiliate Network and ANEC policies, positions, and values as stated on the FASD United website, in FASD United and Affiliate Network, AC, and ANEC materials

ELECTION AND TERM OF MEMBERS

ANEC members serve a two-year term that may be renewed up to three times.

Member terms are staggered to ensure a certain degree of continuity within the ANEC. A member who served three consecutive terms is eligible to be elected to the ANEC again after being off the Council for two or more years.

Election Process

The annual ANEC election is announced by July 1st of each year, including the number of seats open. The ANEC overview is posted on the Affiliate Network website throughout the year for any Affiliate member to view and will be sent out with the annual election announcement digitally, as well.

Candidates must self-nominate and submit a candidate form by August 21st that includes the following information (in addition to basic Affiliate and contact information). The information will be compiled into a brief blurb for the ANEC ballot.

- Name
- Profession & professional affiliation (if relevant)
- Name and address of Affiliate and URL
- Please provide your phone number and email address
- What is your role at your Affiliate and how long have you been with your Affiliate?
- What brought to you the FASD world and what kind of efforts related to FASD have you been involved with?

- What do you especially appreciate about FASD United and the Affiliate Network?
- What are ways you would like to see the Affiliate Network grow and/or change?
- Why are you interested in joining ANEC and what priorities would you be interested in advancing as a member of ANEC?
- Is there anything else you would like the Affiliate Network to know about you as a candidate?

Candidates must meet with the Affiliate Network Director and members of the ANEC Leadership Team either prior to or after submitting the self-nomination form for an overview of ANEC, an explanation of ANEC members' role and responsibilities and the expectations, and to provide an opportunity for the candidate to ask questions.

A list of candidates will be posted and sent out to the Affiliate Network by September 10th.

Ballots will be sent out by October 10th and voting will last until October 24th.

Election results will be announced by November 1st.

An ANEC new member orientation and onboarding session will take place in December to help new members prepare to begin meeting with ANEC in January of the following year.

ANEC LEADERSHIP TEAM

ANEC's leadership team consists of the Chair, Vice Chair, Secretary, and the Affiliate Network Director (ex officio). Leadership position openings are announced to the full ANEC after the ANEC annual elections. The Chair, Vice Chair, and

Secretary self-nominate and are selected by vote by ANEC. Candidates will be elected by a simple majority of the vote.

The Chair, Vice Chair, and Secretary each serve for a term of two years; the Vice Chair automatically succeeds the Chair unless unable to do so. A description of the Chair, Vice Chair, and Secretary role is below.

Chair Role & Responsibilities

- Confer with the Affiliate Network Director regarding Affiliate Network policies, programs, priorities, strategy, positions, and activities that require ANEC consideration
- Develop ANEC's monthly meeting agenda in consultation with the Affiliate Network Director
- Facilitate the ANEC monthly meeting
- Chair the ANEC Governance Committee
- Call for and chair ANEC leadership team meetings if and when meetings are held
- Plan an annual ANEC retreat in consultation with the ANEC leadership team and other ANEC members
- Participate in meetings, activities, events, and projects as invited by the Affiliate Network Director

Eligibility requirements

- ✓ Served on ANEC for one year or more
- ✓ Demonstrate consistent attendance and active participation in ANEC meetings and Affiliate Network activities such as the Affiliate Network monthly meetings, the Affiliate Summit, etc.
- ✓ Serve as a consistent and active member of an Affiliate Network committee, work group, or project

Vice Chair Role & Responsibilities

- Serve as a sounding board for the ANEC Chair
- Facilitate the ANEC monthly meeting when the Chair is not available
- Chair or Co-Chair an Affiliate Network committee, work group, or project
- Participate in ANEC leadership team meetings, as needed
- Serve as Secretary at meetings when the Secretary is not available
- Participate in meetings, activities, events, and projects as invited by the Affiliate Network Director

Eligibility requirements

- ✓ Served on ANEC for one year or more
- ✓ Demonstrated consistent attendance and active participation in ANEC meetings and Affiliate Network activities such as the Affiliate Network monthly meetings, the Affiliate Summit, etc.
- ✓ Served as a consistent and active member of an Affiliate Network committee, work group, or project

Secretary Role & Responsibilities

- Work with Affiliate Network Director to ensure ANEC records and Affiliate Network records and documents are stored in a secure fashion that ensures 1) accessibility for individuals with access privileges commensurate with their roles and 2) continuity and institutional memory over time
- Facilitate the ANEC monthly meeting when the Chair and Vice Chair are not available
- Participate in ANEC leadership team meetings, as needed

- Participate in meetings, activities, events, and projects as invited by the Affiliate Network Director
- Document ANEC meetings in written notes (template will be provided) and provide within a week of ANEC meetings for the Affiliate Network Director to files and disseminate to ANEC members – only in instances when the Network is not available to perform this task

Eligibility Requirements

- ✓ Demonstrated consistent attendance and active participation in ANEC meetings and Affiliate Network activities such as the Affiliate Network monthly meetings, the Affiliate Summit, etc.

ANEC MEETINGS

ANEC meets monthly virtually at a regularly scheduled time and the monthly agenda is developed based on requests by ANEC members and finalized by the ANEC Chair and Affiliate Network Director. The agenda is provided at least seven (7) days in advance, barring unforeseen circumstances. Additional meeting times may be scheduled as needed; a monthly meeting may be canceled or postponed at the behest of the ANEC leadership team.

A quorum consists of five (5) members, including ex officio members. Voting may be held electronically as well as in person/virtually.

ANEC MEETING GUIDELINES

- ANEC meets monthly virtually, and all members are expected to attend consistently

- The agenda and associated documents will be sent electronically to ANEC members at least 7 days in advance, barring an emergency
- Requests for an item to be included on the agenda can be made at the end of the previous meeting or submitted to the ANEC Chair or Affiliate Network Director no later than 10 days in advance of the next meeting (unless it is an urgent matter)
- Voting at meetings on Affiliate/Associate applications will adhere to the timeline established by the Governance Committee
- Decisions made by ANEC will go into effect immediately unless an FASD United ANEC staff representative indicates that consideration and approval by FASD United staff and/or the Board of Directors is required; the FASD United ANEC staff representative will keep the ANEC leadership team apprised of the process and progress.
- Requests to include an FASD United staff (or anyone else) as a guest or presenter at a particular meeting should be communicated to the ANEC Chair or Affiliate Network Director at least 10 days in advance of a meeting--barring an emergency--to ensure inclusion on the agenda.

ANEC LEADERSHIP & MEMBERS ROLE AS SPOKESPEOPLE AND REPRESENTATIVES

Unless explicitly tasked with representing ANEC and/or FASD United or granted permission by both the Chair and FASD United's council representative, ANEC officers and members will not speak on behalf of the Council or FASD United, voice opinions or positions, or represent themselves as an ANEC or FASD United spokesperson in their role as an ANEC member (and will do so, instead, as an individual).

The ANEC Chair may sign Letters of Support and other documents on behalf of ANEC in partnership or in concert with FASD United and its leadership. Standard protocol shall be for the Chair to consult with the ANEC leadership team prior to signing and, if possible, to consult with the full ANEC membership. In instances of time pressure or other extenuating circumstances, the Chair may sign on behalf of ANEC after consulting with the ANEC leadership team and notify the Council ex post facto.

Any signing of Letters of Support or other documents on behalf of ANEC by the Chair for any endeavor outside of FASD United must be approved by the ANEC leadership team and FASD United's council representative in advance and be requested with sufficient notice. Standard protocol shall be for the Chair to consult the full ANEC membership prior to signing, with few exceptions.

No other officer or member shall have authority to sign any Letter of Support or other document on behalf of ANEC unless designated by the Chair and approved by FASD United's council representative.
