

Affiliate Network Executive Council (ANEC) Guidelines



FASD United
Affiliate Network

This document includes major information about the FASD United Affiliate Network Executive Council, or ANEC. This includes the charter, guidelines, member roles, and election process.

FASD United Affiliate Network Guidelines (11/08/2025)

Purpose

FASD United's Affiliate Network Executive Council (ANEC) is the Affiliate Network'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 collaboratively 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.)

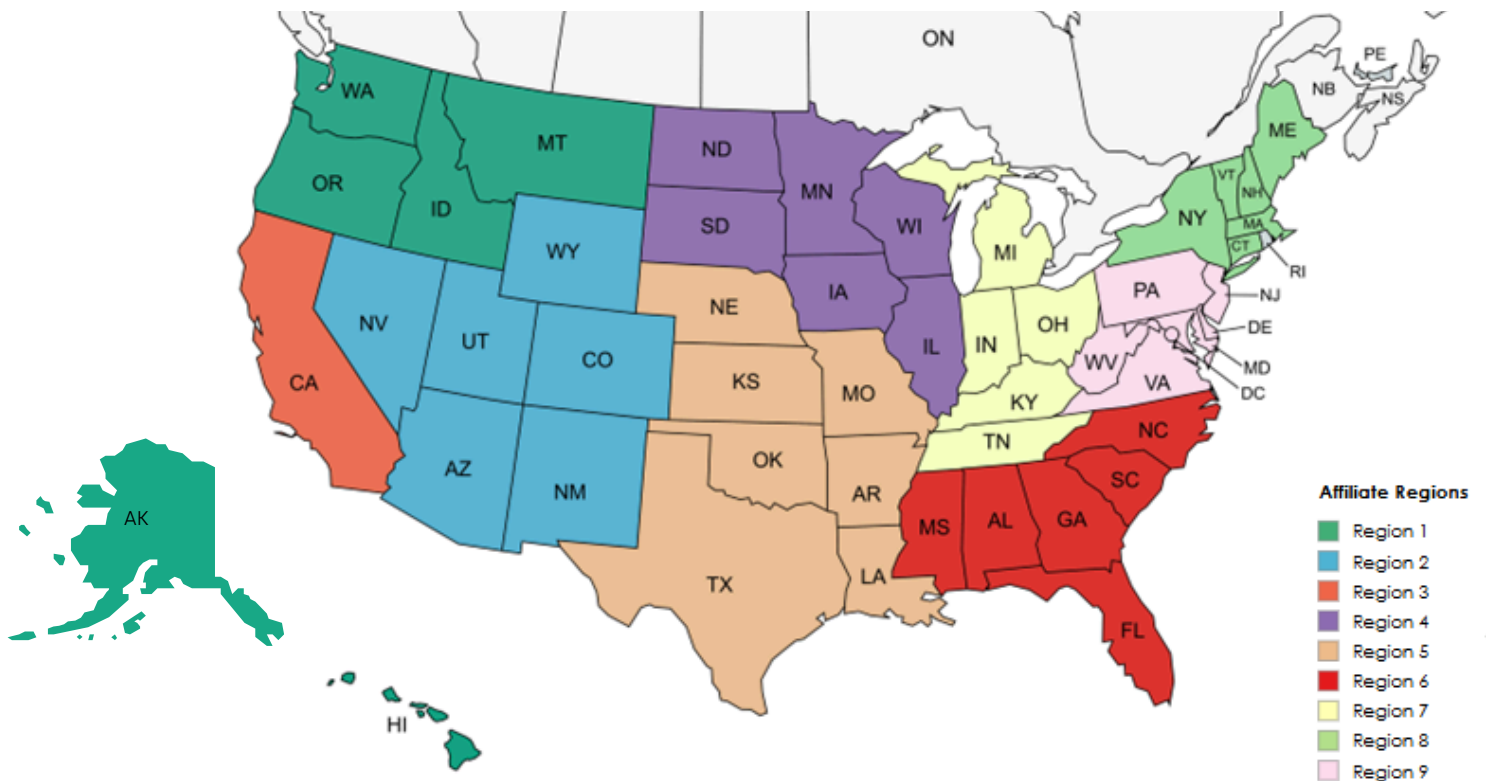


ANEC Primary Responsibilities

- Represent the perspectives of Affiliates in your region and be dedicated to making progress across your region and across the US
- Provide guidance, feedback, and oversight regarding Affiliate Network policies, programs, priorities, strategy, positions, and activities
- Support and serve as sounding board to 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
- Review applications and vote to approve or reject applications from organizations for Affiliate or Associate status



FASD United Affiliate Network Regional Map



Current Regions

Region 1: Pacific Northwest	Alaska, Hawai'i, Idaho, Montana, Oregon, Washington
Region 2: West	Nevada, Arizona, New Mexico, Colorado, Utah, Wyoming
Region 3: California	California
Region 4: Great North	North Dakota, South Dakota, Minnesota, Iowa, Wisconsin, Illinois
Region 5: South-Mid-West	Nebraska, Kansas, Oklahoma, Texas, Missouri, Arkansas, Louisiana
Region 6: SouthEast	Mississippi, Alabama, Florida, Georgia, South Carolina, North Carolina
Region 6: Mid-East	Michigan, Indiana, Ohio, Kentucky, Tennessee
Region 8: North East	Maine, New Hampshire, Vermont, Rhode Island, Connecticut, New York, Massachusetts
Region 9: Mid-Atlantic	Pennsylvania, Virginia, West Virginia, New Jersey, Delaware, Maryland, Washington, DC.

Affiliate Network Powers & Responsibilities



The FASD United Affiliate Network is divided into 9 regions for the sake of clear representation on ANEC and strategic planning for both advocacy and capacity-building. Each ANEC Member is responsible for a single region. Responsibilities can include:

- Dedication to learning about your region and understanding needs and perspectives of Affiliates in your region.
- Doing outreach to your region to remind them to fill surveys or complete action items.
- Attending and engaging at your regional meetings, with the option to support planning.
- Attending onboarding sessions when a new Affiliate is joining your region.
- Acting as a resource if an Affiliate from your region has questions, concerns, or ideas that they would like to share with ANEC.

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, National FASD Impact Week, 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
- A good-faith effort to understand and learn about the landscape and perspectives in your assigned Affiliate Region
- Review of relevant documents and other materials in advance of meetings to ensure full participation in ANEC discussion and decision-making
- Response to requests for input and feedback in a timely matter
- Fulfillment of ANEC responsibilities such as reviewing Affiliate/Associate applications
- Participation in ANEC special meetings, retreats, and other activities
- Commitment to FASD United, Affiliate Network & ANEC policies, positions, and values as stated on the FASD United website and Affiliate materials
 - FASD United values: respect, progress, integrity, unity, and justice

Election & 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 in summer 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 in the month of August. The information submitted through the Self-Nomination form will be compiled into a brief blurb for the ANEC ballot.

Candidates must meet with the Affiliate Network Director and/or 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.

ANEC will vote to approve the entire slate in the August meeting. This slate will be voted on as a whole, however, concerns about individuals may be brought up during the ANEC meeting.

A list of candidates will be posted and sent out to the Affiliate Network by the end of September. Current ANEC will vote on the next year's slate of candidates by mid-October. Ballots will be sent out in late October, with votes taking place at the start of November. Election results will be announced in early December.

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.



Approval of New Affiliates

Applicants will be advised that depending on when they submit their application and whether there are additional questions that need to be answered, their application could take up to 2 months to be reviewed and approved after their application has been submitted. If the applicant does not respond to the Advocacy Network Director in a timely manner, then it could take longer.

Approval Process

1. Group/organization submits interest form via FASD United website
2. The Affiliate Network Director reaches out to the group/organization, schedules a meeting, conducts the initial interview, ideally within 2 weeks of receiving the interest form;
3. The Affiliate Network Director sends a link to the Affiliate Network Member Guidelines and a link to the application form to the interested group/organization after the interview, if the Director thinks the group/organization is a good candidate for Affiliate or Associate status
4. The Affiliate Network Director documents the interview (inputting notes into a standard format) so that the documentation can be shared with the Affiliate Network Executive Council (ANEC) along with the completed application form
5. The group/organization submits its application form via the FASD United website.
6. The Affiliate Network Director forwards the application form and interview notes to ANEC for consideration
7. ANEC has 2 weeks to review the application materials and as part of the review process also reviews the applicant's website AND within this time frame sends The Affiliate Network Director (and CCs other ANEC members) any questions or concerns that need the Director to obtain clarification from the group/organization by the deadline provided by the Director
8. The Affiliate Network Director has 3 weeks to get clarification and respond to ANEC questions and concerns
9. The Affiliate Network Director provides any additional responses and clarification from the group/organization to ANEC prior to the ANEC meeting where a vote will be taken
10. ANEC votes on the application – ideally all questions and concerns have been voiced and The Advocacy Network Director has obtained needed responses and clarification from the group/organization. The voting process can include brief discussion (5 – 10 minutes) about the applicant and a vote is taken

ANEC Leadership Team

ANEC's leadership team consists of the Chair, Vice Chair, and the Director of Partnerships (ex officio). Leadership position openings are announced to the full ANEC after the ANEC annual elections. The Leadership is selected by vote by ANEC. Candidates will be elected by a simple majority of the vote.

The Chair and Vice Chair 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 and Vice Chair roles are below.



Chair Role & Responsibilities

- Confer with the Partnership Director regarding Affiliate Network policies, programs, priorities, positions, and activities that require ANEC consideration
- Chair and facilitate either the ANEC Governance Committee OR the ANEC Program Committee.
- Co-Chair ANEC Meetings with Partnership Director
- 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
- Be available to support and respond to questions from Affiliate members on joining ANEC or navigating their needs as an Affiliate

Chair Eligibility Requirements

- Served on ANEC for 1+ years
- Demonstrate consistent attendance and active participation in ANEC meetings and Affiliate Network activities such as the Affiliate Network monthly meetings, National FASD Impact Week, etc.
- Serve(d) 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
- Participate in ANEC leadership team meetings, as needed
- Participate in meetings, activities, events, and projects as invited by the Affiliate Network Director

ANEC Meetings

ANEC meets monthly virtually at a regularly scheduled time and the monthly agenda is developed based on requests by ANEC members and an annual Key Activities Timeline. 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
- 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 Director before the following meeting.
- Voting at meetings on Affiliate/Associate applications requires a quorum of at least 80% of ANEC. Votes that are not unanimous will always require a conversation.
- 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 member (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.
- ***The second Friday of the month is held for ad hoc purposes, including but not limited to: working meetings, extra discussion, and unanticipated votes and discussions.***

Second Fridays

Second Fridays from 1-2 p.m. EST are held for ANEC Committee work. As ANEC moves away from a committee structure, we know we will need to hold the occasional extra meeting to work on action items, continue discussions, and flesh out ideas.

Second Fridays may be canceled when they are not needed. They can also be used as leadership meetings with the Network Director, Chair, Co-Chair, and FASD United leadership.

Spokesperson Policy

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.

Current ANEC Member Terms

As of January, 2026

Name	Term 1 Start	Term 2 Start	Term 3 Start	Term #
Annika Montag	1/2020	1/2022	1/2024	3
JoAnne Sparrow	1/2022	1/2024	12/2026	2
Kristen Erikson	1/2022	1/2024	12/2026	2
Tim Diffenderfer	1/2022	1/2024	12/2026	2
Kendra Gludt	1/2024	1/2026		1
Lex Loutzenhiser	1/2024	1/2026		1
Stacia Stribling	1/2024	1/2026		1
Nathalie Brassard	1/2025			1
Shaneca Smith	1/2025			1
Kallio Hunnicutt-Ferguson	1/2025			1
Rebecca Ciesielski	1/2025			1
Barb Clark	1/2025			1
ED: Tom Donaldson				Permanent
Network Director				Permanent

Leadership

Name	Term Start	Term End	Term Number
Chair: Joanne Sparrow	1/2026	12/2027	1
Vice Chair: Tim Diffenderfer	1/2026	12/2027	1
ED: Tom Donaldson			Permanent
ND: Emma Baldwin			Permanent



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