



**Worcester County Fathers & Family Network**  
c/o Family Services of Central Massachusetts  
31 Harvard Street, Worcester, Massachusetts 01609  
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## **Leadership Structure and By-Laws of the Worcester County Fathers & Family Network**

### **Article 1.**

#### **Name**

Worcester County Fathers & Family Network.

### **Article 2.**

#### **Purpose**

The purpose of the coalition is to promote responsible fatherhood, with an emphasis on improving parenting, self-awareness, and expanding the opportunities for training and employment necessary to carry out financial responsibilities of caring for children.

### **Article 3**

#### **Membership**

The membership of the Worcester County Fathers & Family Network shall consist of representatives of public and private organizations serving families, interacting with parents, or who have a relevant interest in the mission of the Worcester County Fathers & Family Network. Those who wish to be considered members, must simply notify the Secretary of the Worcester County Fathers & Family Network and ask to be included on the mailing list.

### **Article 4**

#### **Steering Committee**

The governing body of the Worcester County Fathers & Family Network shall be the Steering Committee; chosen through election as an officer of the coalition (See Officers and Committees), or appointed by the Chairperson of the coalition, to head a standing committee. Others may be invited to participate in the Steering Committee, including a coordinator of a subcommittee of a standing committee, or an ad hoc committee.

### **Article 5**

#### **Officers and Committees**

Section 1. The officers of the Worcester County Fathers & Family Network shall be Chairperson, Vice Chairperson, a Secretary, and a Treasurer, who shall be elected by and from the membership at its annual meeting. The officers of the coalition shall be elected for one (1) two-year term or until their successors have been duly elected. No person shall be elected to the offices of Chairperson and Vice Chairperson for more than two (2) consecutive terms. In the case of any vacancy, a person shall be appointed by the coalition leadership to fill such vacancy until the annual meeting next after the occurrence of such vacancy. Officer elections will be held yearly, as needed.

Section 2. The coalition shall have as standing committees the Steering Committee, Public Awareness Committee, Fathers Fest Committee, and Nominating Committee. Standing committee coordinators are appointed by the elected officers. There shall be such special committees of the coalition as the Steering Committee and membership may determine from time to time. Such special committees shall be appointed by the Steering Committee, and the Chairperson of the coalition shall designate the committee coordinator thereof.

Section 3. The Steering Committee shall appoint four (4) persons from the membership who will constitute the Nominating Committee to present a nomination for Chairperson, Vice Chairperson, Secretary, and Treasurer. These four members appointed by the Steering Committee shall constitute a Nominating Committee to present the slate of nominations at the next annual meeting of the membership for Chairperson, Vice Chairperson, Secretary, and Treasurer. The membership shall approve the nominations and proceed with the election of officers at said annual meeting.

## **Article 6**

### **Duties of Officers**

#### Roles and Responsibilities of Chairperson

1. Works with Assigned Staff Coordinator to plan monthly meetings
2. Oversees the subcommittee structure through chairing of Steering Committee composed of coalition leadership and subcommittee coordinators
3. Facilitates monthly meetings of coalition
4. Works with Steering Committee to plan activities of the coalition

#### Roles and Responsibilities of Vice Chairperson

1. Assumes role of facilitating monthly coalition meetings and Steering Committee in absence of Chairperson
2. Attends Steering Committee meetings
3. Oversees fundraising initiatives of coalition by working with Sponsoring Organization and Assigned Staff Coordinator to coalition

#### Roles and Responsibilities of Secretary

1. Records summary of monthly meetings of the coalition and Steering Committee
2. Assures dissemination of meeting summaries to coalition
3. Maintains current mailing list

#### Roles and Responsibilities of Treasurer

1. Works with Assigned Staff Coordinator and fiscal manager of Sponsoring Organization (currently Family Services of Central Massachusetts) to insure accurate compilation of revenue and expenses
2. Provides written and verbal documentation of revenues and expenses to Steering Committee and general coalition
3. Insures proper process is followed when collecting funds at any event, and that resources are accurately recorded

#### Roles and Responsibilities of Steering Committee (Chairperson, Vice Chairperson, Treasurer, Secretary, Standing Committee Coordinators)

1. Meets as needed to enhance communication of coalition activities among leadership of coalition including Assigned Staff Coordinator
2. Appoints committee coordinators
3. Works with sponsoring agency to evaluate performance of Assigned Staff Coordinator

## **Article 7**

### **Meetings**

Section 1. The annual meeting of the coalition shall be held within one month of the first day of the calendar year, or on such dates, the Steering Committee shall designate. At the annual meeting, all business of the coalition may be acted on, and the election of officers chosen by the membership of the coalition shall be held. Ten members of the coalition shall constitute a quorum for the transaction of business at the annual meeting.

Section 2. The members of the coalition shall meet at such time and place as they shall designate at least bi-monthly. Written notice should be sent to each member at the request of the Chairperson.

Section 3. The Steering Committee shall meet at such time requested by the Chairperson or Vice Chairperson in his/her absence. A majority of the members of the Steering Committee shall represent a quorum for the transaction of business.

## **Article 8**

### **Role of Sponsoring Organization**

The Sponsoring Organization of the Worcester County Fathers & Family Network shall be a 501 (C) (3) charitable, private, non-profit corporation, or a public, state, or municipal organization. The Sponsoring Organization shall be responsible for the assets of the coalition, hiring and compensation of their assigned staff and coalition coordinator, the overall activities of the coalition, and for appropriate services as negotiated between the coalition and the Sponsoring Organization based on available funding for the Worcester County Fathers & Family Network.

## **Article 9**

### **Assigned Staff Coordinator Role**

The Assigned Staff Coordinator to the Worcester County Fathers & Family Network, will be an employee of the Sponsoring Organization, and will be subject to the personnel policies as established by the governing board or leadership of the Sponsoring Organization.

The Assigned Staff Coordinator will work with the coalition for the number of hours per week, as designated in funding sources and contingent on the availability of funds for the position.

The Assigned Staff Coordinator will report to the designee supervisor of the Sponsoring Organization regarding its internal operating procedures.

The performance of the Assigned Staff Coordinator will be evaluated yearly by the Sponsoring Organization, and will incorporate the input of the coalition leadership.

The Assigned Staff Coordinator shall participate in the Steering Committee as a non-voting member and shall not be entitled to election as an officer of the coalition.

The specific duties of the Assigned Staff Coordinator include the following:

1. Meets with the coalition Chairperson to develop agenda for meetings of the coalition
2. Works with the coalition membership to identify issues relevant to the mission of the coalition
3. Works with the Steering Committee of the coalition, to develop programming relevant to the mission of the coalition.
4. Works with Steering Committee of the coalition to identify potential funding for the work of the coalition. Provides grant writing services to the coalition.
5. Acts as a liaison with support services of the Sponsoring Organization, including fiscal management.
6. Participates in public awareness activities to further the mission of the coalition, including presentations at conferences, workshops, or representing the coalition at media events.
7. Provides all other support to officers of the coalition to carry out their roles and responsibilities.