

DC, NJ, MD, OH

Operations Manager by-law

Proposed Text, add to Article X (Finance)

Section 5. Operations Manager

A. There shall be an Operations Manager who shall be responsible for the day to day operations of the National Action Center including but not limited to budgeting, accounting, auditing preparation, human resources, vendor management, and membership data. The Operations Manager shall produce a budget with the advice of the Finance and Budget Committee and Executive Committee for approval by the National Board.

B. The National Board shall (1) direct the search process, (2) choose those on the search committee, (3) set required qualifications and necessary background experience, (4) determine the salary and benefits which may be adjusted in light of budgetary and staffing consideration, and (5) establish the length of a probationary period.

C. The search committee shall screen and interview candidates and then present three candidates to the National Board. If the National Board accepts any or all of the candidates, they will present them to the Executive Committee. From these candidates the Executive Committee will select the hire. If no person is chosen, the Executive Committee notifies the National Board and the search process commences again.

D. The National Board and Executive Committee shall evaluate the performance of the Operations Manager annually.

E. The National Board may discharge the Operations Manager for good cause.

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