

# **Austin Recovery Oriented Systems of Care Initiative Leadership Team Policies**

## **I. Name**

The name of this Team shall be the Austin Recovery Oriented Systems of Care (ROSC) Leadership Team (LT).

## **II. Mission and Purpose**

The Austin ROSC Initiative works to educate and connect individuals and organizations in the greater Austin area to create an individual-centered, longer term, broader-based support system for recovery. The LT is a small group of people who are committed to the mission, goals, and approach of the Austin ROSC Initiative for which they hold themselves accountable. The purpose of the Leadership Team is to guide the organization in achieving Austin ROSC's mission and purpose.

## **III. Membership**

- a. Members of the LT shall be drawn from members of the greater Austin area ROSC network.
- b. Members of the LT shall receive no additional compensation for their services as LT members.
- c. LT members serve on a volunteer basis only.
- d. Members serve for a two-year term and are limited to serving two consecutive terms.
- e. The LT will consist of a Chairperson, the Immediate Past Chairperson, a Secretary, a New Member Coordinator, a Speaker Coordinator, a Social Media Coordinator, and a Webmaster.
- f. The only member who is elected/appointed by the general membership is the Chairperson. This election takes place in October and the new term begins in November.
- g. All other members of the LT are nominated by current LT members and are elected to their position by majority vote of the existing LT. LT members (except the Chairperson) may be nominated and elected into membership at any time of the year.
- h. A job description will be provided to each LT member (see Section V) describing the duties of their role which will be read and signed by the LT member acknowledging the time commitment and duties involved with accepting the position.
- i. LT members are expected to attend all meetings and to perform the tasks associated with their role as outlined in the job description. LT members also are expected to participate in governing the Austin ROSC membership and contribute to leadership of the organization. LT members who are unable to physically attend a meeting may call-in by phone to attend and it will not be considered an absence.
- j. Any LT member unable to attend a meeting shall notify the Chairperson that they will be absent from that stated meeting. Any LT member absent for three meetings within a year without a valid reason will be removed from their position by the Chairperson. Any member who

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is absent for four or more meetings within a calendar year, with a valid reason or not, will be removed from their position.

k. Any LT member may be removed from their position by the Chairperson if they are unwilling or unable to perform their duties as outlined in the job description of their role, or if they do not fully participate in the activities of the LT.

l. Any member may resign from the LT by giving written notice to the Chairperson. The resignation will be effective immediately.

### **IV. Organization**

- a. Austin ROSC LT meetings will be held once a month.
- b. The Chairperson will develop an agenda for each meeting with input from the LT members.
- c. Meetings will be limited to approximately one and a half hours.
- d. Any motions/decisions requiring a vote will be based on the members present.
- e. Meeting minutes will be recorded by the Secretary for each meeting.

### **V. Leadership Team Positions**

These positions require 4 or more hours per week and regular attendance at all meetings. The LT is required to attend at least 80% of month membership meetings annually. All appointed positions will participate in decision-making for the organization by voting or other participatory processes, as well as help develop and implement plans and actions that have been approved by the Team. Diplomacy and professionalism are required to be considered for all position.

- Chairperson (2 years)- Elizabeth Henry
- Immediate Past Chairperson (1 year) – Raul Garcia
- Secretary (2 years) – pending
- New Member Coordinator (2 years)- Eric Balvantin
- Speaker Coordinator (2 years)- LeiRonna Spurlin
- Social Media Coordinator (2 years)- Pat Spurlin
- Webmaster (2 years)- Gale Stuart

