

NLT Selection Process

Each year, the full Council chooses (via vote with simple majority) who will serve as National Leadership Team, also known as NLT and legally referred to as Officers and Executive Committee. This is historically done in January, and usually consists of 2-3 individuals. Per the Bylaws NLT is only legally required to have two people who then hold the offices of President and Secretary. In 2022, Council chose to vote on NLT membership using a ranked order ballot as there were 3 spots and 4 nominations. It is my recommendation that the same process be utilized if more nominees than spots again occur.

The Duties of NLT (in addition to what is enumerated in the Bylaws listed below) are as follows:

1. Meets twice a month unless additional meetings are necessary to manage emergency business of The Grail (for example emergency major maintenance funds approval)
2. Is the final arbiters of the Communication Methods Policy (NGN and Gumbo) prior to distribution
3. Makes recommendations to the International Leadership Team (ILT) for participation in different activities at the international level. The NLT is expected to be a point of contact for ILT.

The President’s responsibilities are as follows:

1. Chairs all Council and NLT meetings
2. Is a signatory on the investment portfolios
3. Approves transfers to and from financial accounts
4. Signs contracts, and annual IRS tax filing 990-N
5. Approves transfers to international grantees, and
6. Is the primary point of contact to the Executive Director requiring frequent communication during the work day.

The Secretary’s responsibilities are as follows:

1. Takes minutes of NLT meetings and Council meetings unless otherwise designated (for example when others sign up for the role)
2. Acknowledges all member correspondence sent to Council
3. Ensures that member correspondence is placed on the agenda for the next Council meeting and replies to member senders the result of Council discussion
4. Is the point person for any members seeking to be observers at Council meetings
5. Is responsible for reviewing NGN and Gumbo prior to distribution per the Communication Methods Policy

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Per the ByLaws (relevant sections):

ARTICLE II COUNCIL

A. MEMBERSHIP

Membership on the Council, (hereafter referred to as the Council) consists of the National Leadership Team which consists of two or three members...The National Leadership Team shall serve as the Executive Committee.

- *Two members of the NLT shall serve as President and Secretary*

A. OFFICERS OF THE GRAIL

The Officers of the Council shall be the National Leadership Team (President, Secretary) each elected annually by the council with a simple majority.

C. RESPONSIBILITIES

1. *In addition to authority that the Council may grant from time to time and subject to the Articles of Incorporation and these Bylaws, the NLT shall:*
 - a. *Sign and execute any instrument authorized by the Council except when the signing and execution thereof shall have been expressly delegated by the Council or by these Bylaws.*
 - b. *Have such other powers and duties as may be prescribed by these Bylaws and, whenever it may in their opinion be necessary, prescribe the duties of other Officers in a manner consistent with the provisions of these Bylaws and the directions of the Council.*
 - c. *Preside at all Council meetings and develop the agenda. Review and sign the minutes of all Council meetings.*
 - d. *Develop a process for an annual evaluation of the Council and its committees. Implement this plan and process in cooperation with the entire Council.*
 - e. *Provide and promote leadership for planning and policy development.*
 - f. *Develop and implement an annual review of the Executive Director, who reports directly to Council.*
 - g. *Have the responsibility to:*
 - i. *See that the minutes of all Council meetings are recorded accurately and distributed in a timely fashion*
 - ii. *Certify and keep at the principal office of the Grail the original or a copy of its Bylaws, as amended or otherwise altered to date.*
 - iii. *Keep at the principal office of the Grail or such other place as the Council may direct, a book of minutes of all meetings of the Council and committees thereof, with the time and place of holding, whether regular or special and, if special, how authorized, the notice thereof given, and the names of those present at the meetings.*
 - iv. *Provide that all communications are duly given in accordance with the provisions of these Bylaws or as required by law.*
 - v. *The records of Council will be stored by the Executive Director.*
 - vi. *Ensure that the official minutes, books, reports, statements, and all other documents and records required by law are properly kept and filed.*
 - vii. *Ensure that the Bylaws and reports of proceedings of the Council and committees thereof shall be made available to members and Council members.*
 - viii. *Ensure that there is an effective nominating process for Council members.*
 - h. *In general, perform all duties incident to the office of Secretary, and such other duties as from time to time may be assigned by the Council.*

C. AGENDA FOR COUNCIL MEETINGS

The agenda for each Council meeting shall be prepared by the NLT. Any Committee or Council member wishing to have items placed on the agenda should give such in writing to the NLT one week

F. DUTIES AT A COUNCIL MEETING

A member of the NLT or a Council member chosen by the NLT shall act as Chair of a Council meeting. A member of the NLT or designate shall act as secretary at all meetings of the Council.

ARTICLE VI STANDING COMMITTEES

A. EXECUTIVE COMMITTEE

*The Executive Committee shall consist of the Officers of the Council, and namely, the NLT (filling roles of President, Secretary). *The Executive Director, if applicable, will attend as needed, the meetings of the Executive Committee.*

The Executive Committee shall:

- 1. Exercise all of the powers of the Council in the management of the affairs of the Grail when the Council cannot be convened, except such matters requiring full Council action according to the Bylaws, and report any action taken at the next regular meeting of the Council.*
- 2. Carry out all responsibilities as stated in these by-laws.*