

Structure described in the NCWU Bylaws.

Members	
Organizations	Primary and alternate representatives are allowed, but must be named in advance. Only one vote per organization. Any person can vote only once.
Member meetings	Exchange information, consider policy recommendations. May be monthly.
Annual meetings	Elect officers and directors, review the finances. This meeting is held in the spring.

Board			
		Office	Term starts
Board	Executive Committee	President	Odd year
		First VP	Odd year
		Second VP	Even year
		Secretary	Even year
		Treasurer	Odd year
		Policy Directors (4)	Even year
		At-large Directors (6)	Odd year
	Past president (1 year)		

All board members are elected at the annual meeting of the membership to two year terms that start on July 1. Members of the board need not be named representatives of member organizations; they can be “supporters*”. If the president cannot complete the term, the first vp will take over the presidency. Other vacancies will be filled by an election of the board.

Policy Council	
The president and the four directors for policy.	Responsible for review of any documents that make a statement of policy in the name of NCWU before these go to the membership for approval. [A first endorsement policy is included in the new policy statement, but it is expected that the council will revise this.]

Committees		
	Leadership/Composition	Responsibilities
Program	Chaired by a board member. Named executive committee liaison. Both named by the president with approval of exec committee (and they can be the same person – e.g. 1 st VP as Program VP). Membership open to all supporters*.	Production of NCWU policy-related documents and state-wide events. Works with local coordinators of NCWU sponsored local events.
Membership	Same as Program	Recruitment and retention
Communications	Same as Program	Web site, newsletter, marketing
Finance/ Development	Chaired by Treasurer. Members approved by exec comm.	Preparation of budget, fundraising and grant writing
Governance	Elected by the membership. Membership drawn from the board and from those who are not currently on the board.	Nominating slates of officers, directors and the next governance committee as well as board development in general.
Elections	Appointed by the president, approved by the exec committee	Credential and elections process for the annual meeting
Ad hoc	Appointed by the president, approved by the exec committee	As needed

* Supporter: a staff member or volunteer with a member organization or a “Friend of NCWU” as defined in the policies.

Note that there is a certain flexibility and redundancy in this structure: The vice-presidents **may** serve as chairs of the membership and program committees, but they may also serve as co-chairs or committee members. The policy directors **may** serve as program committee work group chairs, but other roles are possible.