

Leadership Structure Approved at April 4, 2011 Chinatown Working Group Full Group Meeting

I. Committees, teams and task forces

CWG shall designate committees, teams and task forces to research policy, inform CWG, and effect those policies which CWG has delegated to them. Each committee, team and task force shall elect its respective chair. A committee, team or task force that has not met for a period of one year is terminated. Current committees, teams, taskforces include:

- a. Cultural, Affordability, Preservation, Zoning (CAPZ)
- b. Education & Schools
- c. Immigrant Affairs & Social Services
- d. Transportation, Circulation, and Safety
- e. Economic Development
- f. Parks & Open Space

2. Officers

CWG shall elect:

Two executive Co-Chairs:

- General Responsibility: accountable and responsible for representing and executing decisions made by CWG plenary votes. The executive chairs are guided by the Coordinating Committee, but both the chairs and the Committee are accountable to the larger CWG membership.
- Additional Responsibilities: facilitates full CWG meetings, acts as spokespersons for the organization within and outside the CWG; empowered to serve as the spokesperson representing the views and positions that, through consensus, are held by the full CWG, and which consensus is reached through agreed upon parliamentary procedure.
- Term: one year, renewable indefinitely (no term limits).
- Eligibility: One Co-Chair position is reserved for a member of Community Board 1,2, or 3. One Co-Chair position is reserved for a representative of a non-community board voting CWG member.

3. Coordinating Committee

Coordinating committee consists of: CWG Co-Chairs, all committee chairs, and a representative from each - Community Board 1, Community Board 2, and Community Board 3.

An archivist/webmaster is responsible for storing all documents for easy access for members.

A fundraising point person.

A parliamentarian/recording secretary: responsible for accountability and due process within CWG; to draft meeting minutes, record all votes, resolutions, and summary discussions, including relevant discussants' names

The role of the coordinating committee is to assist Co-Chairs in developing full CWG meeting agenda items, and provide guidance to the direction of CWG.

4. Miscellaneous

Administrative assistant

CWG shall elect or hire an administrative assistant to prepare documents for meetings, send timely notices of meetings, and coordinate communication among members and officers.

Facilitator

Facilitator's responsibility will a) convene the plenary, b) present the minutes of previous meetings for approval, c) propose the agenda (including time limits) of the meeting for approval, d) execute the agenda, e) keep the speakers' list, f) maintain order at the plenary sessions.

A facilitator shall be chosen at the end of each full CWG meeting for the next meeting.