

LEADERSHIP LAKELAND ALUMNI ASSOCIATION

OPERATING PROCEDURES MANUAL



LEADERSHIP
LAKELAND
alumni association

Inspiring the Leader in You

September 2017

Our Mission....

*“Providing extraordinary learning experiences,
inspiring community participation and leadership,
cultivating and invigorating leaders in Lakeland.”*

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DUTIES OF THE BOARD OF DIRECTORS

As defined in the Bylaws:

The **Board of Directors** shall have the authority to do all acts and things necessary to fulfill the purposes and objectives of the Corporation, including but not limited to the following:

- (a) Hold meetings at times and places as may be deemed proper and necessary;
- (b) Admit, suspend or expel members;
- (c) Appoint committees on particular subjects from members of the Board of from the membership of the organization;
- (d) Review bills and disburse the funds of the organization;
- (e) Print and circulate documents and publish articles;
- (f) Carry on the correspondence and communicate with other associations with the same interests;
- (g) Employ agents;
- (h) Devise and carry into execution such other measures as it deems proper and expedient to promote the objectives of the organization and protect the interests and welfare of the members;
- (i) Remove any or all of the officers of the organization with due cause prior to the termination date of such office;
- (j) Elect substitute Directors in the event any Director resigns or is removed from office prior to the termination of such office;
- (k) Terminate the contract of any firm, individual or other entity employed by the organization to perform any and all nature of services to the organization;
- (l) Employ, retain, or terminate any employee of the Corporation; and
- (m) Sponsor programs and projects to raise funds to assist in attaining the goals and objectives of the association.
- (n) Take such reasonable actions to fulfill the mission of the association.
- (o) Create such ad hoc and permanent committees as are necessary or advisable to fulfill the mission of the association.

- All or any part of such powers may be delegated by the Board to its officers.
- A director shall perform his or her duties as a director, including his or her duties as a member of any committee of the Board upon which he or she may serve, in good faith, in a manner he or she reasonably believes to be in the best interest of the Corporation, and with such care as an ordinary prudent person in a like position would use under similar circumstances.
- In performing his or her duties, a director shall be entitled to rely on information, opinions, reports and statements, including financial statements and other financial data prepared by such persons as he or she reasonably believes to merit confidence.
- A director who performs his or her duties in accordance with this section shall have no liability by reason of being or having been a director of this Corporation.

Additional responsibilities:

- All board members are required be involved in one or more of the committees described in this manual.
- Regularly and consistently attend events of the association, especially the annual meeting.
- Promote membership to all alumni

Available resources:

Administrative Assistant
Other Board Members
Committee Chairs
Officers

DUTIES OF THE PRESIDENT

As defined in the Bylaws:

*It shall be the duty of the **President**, as the chief executive officer, to preside at all meetings of the members, Board of Directors, and any Executive Committee. He or she shall have the power to appoint chairmen of all committees subject to the approval of the Executive Committee. He or she shall have the power to sign all contracts and any other obligations on behalf of the Corporation approved by the Board of Directors. He or she shall be ex-officio of all committees and shall call all regular and special meetings when deemed necessary and when call for. In addition, he or she shall have and perform such other duties as may be delegated to him or her by the Board of Directors.*

Additional responsibilities:

- Schedule and preside at Executive Board Meetings prior to each Bi-monthly board meeting (See Executive Board for further information)
Bi-monthly executive board meeting set by President.
- Appoint ad hoc committee chairs as needed (See nominating committee for additional committee responsibilities)
(February meeting)
- Speak at annual Leadership Class Graduation Social held by the Alumni Association.
(May social)
- Send a letter to each graduate of the new Leadership Class.
(After Graduation in May)
- Speak at the opening retreat for the new leadership class.
(August)
- The Immediate Past President is the chair of the Outreach / Leadership Committee as well as the Inspiring the Leader in Youth Committee. *Please see the respective Committees on page 16 and 17 of this manual.*

Available resources:

Administrative Assistant
Other Board Officers
Committee Chairs
Refer to timeline at end of manual

DUTIES OF THE VICE PRESIDENT

As defined in the Bylaws:

*The **Vice President** shall act for the President in his or her absence. He or she shall perform all the duties of the office of President in the event of the President's absence or inability to serve. The Vice President shall serve as program chair. Subject to confirmation by the Nominating Committee, the Vice President shall serve as President of the Corporation in the succeeding year.*

Additional responsibilities:

- The Vice President is the Chair of the Events committee. He or she should hold Program Committee Meetings throughout the year to plan one year's worth of programs for the organization. To afford a comfortable transition of duties and responsibilities in January, the Vice President and his committee is responsible for events planned from June 1 through May 31 each year. It is also the Vice President's responsibility to secure locations and send out announcement/invites assisted by the Administrative Assistant. (See events committee duties on page... of this manual)

NOTE: The Vice President is also in charge of the Annual meeting. Please see Annual Meeting Committee for more information.

- The Vice President is a member of the Executive Committee and chairs this in the absence of the President.

Available resources:

Administrative Assistant
Other Board Officers
Committee Chairs
Refer to timeline at end of manual

DUTIES OF THE TREASURER

As defined in the Bylaws:

*The **Treasurer** shall receive and deposit all funds in the name of the Corporation in a bank approved by the Board of Directors. He or she shall sign checks for the disbursement of funds with the countersignature of the President or the Vice President. Current financial records shall be kept at all times and reports on the financial status of the Corporation shall be submitted at all meetings of the Board of Directors and membership, with copies to be provided for the President's file. The books of the Corporation shall be delivered to his or her successor, duly audited, immediately following the termination of the office and the election of a new Treasurer. The Treasurer shall serve as the Chairman of the Budget and Finance Committee.*

Additional responsibilities:

Treasurer basic duties

- The treasurer is a member of the executive committee.
- Meets with previous treasurer *in January* to go over procedures and duties
- Gets signature card from bank and updates new officers (admin assist usually does this)
- Writes checks and records in ledger of all expenses.
- Obtains 2nd signature for amounts more than \$1000
- Pays Bills as *promptly* as possible upon receipt. (A minimum of two times per month)
- Mails Bills (Obtains stamps / envelopes from Administrative Assistant)
- Prepares bi-monthly expense report for accountant as approved by the board.
- Forwards monthly bank statements to accountant and administrative assistant to be reconciled with deposits. (goes online to get bank statements)
- Gives treasurer's report *at meetings* prepared by accountant
- Prepares and coordinates with administrative assistant who will be responsible for printing board reports
- Presents report at executive and regular board meetings.

The treasurer is the chair of the finance committee (See finance committee for additional duties)

- Evaluates the financial institution as needed
- Reviews reports quarterly to determine operating balance vs. money market balance to present recommendations to the board.

Taxes: Filed before October 15 of each year. Sends necessary paperwork for year end statements to accountant by September 1.

Sunbiz report to state online before March 15 of each year (admin assistant does this)

Available resources:

Administrative Assistant: goes to bank and deposits all monies...

Goes to PO Box and sends bills to Treasurer...

Other Board Officers

Committee Chairs

Baylis and Co. Accountant

Sunbiz.org

Bank of Central Florida / checking and money market

Allen & Co. (CD)

Refer to timeline at end of manual

DUTIES OF THE SECRETARY

As defined in the Bylaws:

*The **Secretary** shall take and keep the minutes of all meetings of the membership, Board of Directors and Executive Committee. He or she shall furnish a copy of the minutes to the President immediately after each meeting and shall be custodian of all records and papers of the organization except those that pertain to a special committee. He or she shall receive all written reports. In the absence of the Secretary, the President may appoint a temporary Secretary. He or she shall keep an accurate list of all members of the Corporation.*

Additional responsibilities:

- The Secretary is a member of the executive committee.
- The Secretary is the Chair of the Communications & Membership committee. He or she should hold Committee Meetings *for at least once per quarter*. It is his or her duty to secure a location and send out announcement/invite assisted by the Administrative Assistant. (See respective committees for more information)
- In absence of administrative assistant, the secretary takes minutes at board meeting.

Available resources:

Administrative Assistant
Other Board Officers
Committee Members
Refer to timeline at end of manual

DUTIES OF THE IMMEDIATE PAST PRESIDENT

As defined in the Bylaws:

*The President for the preceding year shall serve in the capacity of **Immediate Past President**. He or she shall offer guidance and counsel to the President and shall serve on the Board of Directors.*

Additional responsibilities:

- The Immediate Past President is a member of the executive committee.
- The Immediate Past President is the chair of the nominating committee.
- Please see the Nominating Committee report on page.... Of this manual
- The Immediate Past President is the chair of the Past Presidents' Advisory Board that meets annually to select student scholarship and WOW recipients.

Available resources:

Administrative Assistant
Other Board Officers
LLA Members At-large
Refer to timeline at end of manual

THE EXECUTIVE COMMITTEE

As defined in the Bylaws:

*The Board of Directors shall delegate authority to an **Executive Committee** to conduct the business of the organization in accordance with the policies prescribed by the Board of Directors from time to time; provided, however, that the Executive Committee shall not have the power to amend these Bylaws or approve the disbursement of corporate funds. The Executive Committee shall be composed of the President, Immediate Past President, Vice President, Secretary, and Treasurer. Two-thirds of the membership of the Executive Committee shall constitute a quorum.*

Additional responsibilities:

- The executive committee is a collaborative body where the officers:
 - Plan the agenda for the board including options and recommendations for the Board.
 - Establish goals and monitor progress towards those goals.
 - Discuss and decide short-term and long-term planning issues.
- The executive board meets at least one week before each board meeting to review the agenda and committee reports. The President will set up meeting dates once installed as officer.
- Bi-monthly executive board meeting set by President. Recommended first week in February, April, June, August, October, December

Available resources:

Administrative Assistant
Board Officers
Refer to timeline at end of manual

THE NOMINATING COMMITTEE

As defined in the Bylaws:

*In September of each year, the Board of Directors shall organize a **Nominating Committee** consisting of the current Vice President, two members of the Board of Directors and two members at-large. The Board of Directors shall also appoint a chairperson of the Nominating Committee. No two people from the same graduating class of Leadership Lakeland shall serve on the Nominating Committee. The Nominating Committee shall be responsible for making nominations for members of the Board of Directors and Officers.*

Additional responsibilities:

The Nominating Committee is chaired by the President Elect

Between September and November, he or she will select a committee of 4 (2 board and 2 non-board members) and meet to determine the following:

- A. Verify that current board members with first terms ending at end of each year still want to be on board for a second term.
- B. Contact potential board members as well as potential secretary to be presented to board of directors in December.
- C. Select 1-2 (second is a backup) of current board members as possible candidates to be new secretary for the organization. Current bylaws do not restrict any board member from taking on this office regardless of numbers of years remaining on board.
- D. In October of each year, the chair of this committee will contact all “members in good standing” of each class whose current board member has fulfilled his or her term limits on the board. It will be the responsibility of the class to select a new board member to fill the vacant seat. If a name is not given to the chair by the committee meeting in November, the nominating committee will select possible new board members to replace those whose term is ending in December of the year.
- E. Select, from the recommendations of the current chair person and respective committee, a chair person for both the membership and marketing / communications committee. The chairs of these two committees may serve more than one year as chair.

As per the bylaws... *Section 2. NUMBER OF DIRECTORS*

The Board of Directors initially shall consist of a number of members equal to the number of graduated Leadership Lakeland classes and meeting the qualification requirements contained in these bylaws. The number of directors may be increased or decreased from time to time by majority vote of the directors at a meeting duly held. Only active members shall be qualified to become members of the Board of Directors. The Lakeland Chamber of Commerce liaison to the Corporation shall serve as an ex officio member of the Board of Directors without a vote.

- Current Bylaws allow for the number of board members to equal the number of graduated leadership classes. This affords one representative from each leadership class to serve on the board.
- Past preferences for board members have been made to those classes not represented on the board.

BUDGET AND FINANCE COMMITTEE

**The finance committee oversees the monies of the organization.
It meets quarterly to review accounts and recommends financial transactions and holdings.**

As defined in the Bylaws:

The Corporation shall have such other committees as shall be necessary for the conduct of the organizations business and to carry out its objectives and purposes. Members of all such other committees shall serve for one year. The President shall have the power to create each such committee, with the approval of the Executive Committee, designate its chairman and appoint its members.

Additional responsibilities:

The treasurer is the chair of the finance committee. This committee meets quarterly to discuss and fulfill the following duties:

- Discuss and recommend all financial requests of the organization not outlined in the budget. As unexpected expenses arise, this committee may utilize conference call or emails for said requests and approval.
- Evaluate the financial institution as needed.
- Reviews reports quarterly to determine operating balance vs. money market balance to present recommendations to the board.
- Meet during the third quarter of the year to prepare a budget for the following year. This proposed budget will be presented and discussed at the October LLAA board meeting.
- Present at the December LLAA board meeting, for approval, the final budget for the following year.

Recommended meetings (4 times per year)

Available resources:

Administrative Assistant
Board Officers
Board Members
LLA Members At-large
Refer to timeline at end of manual

MARKETING / COMMUNICATIONS COMMITTEE

**Marketing / Communications Committee provides suggestions
and recommendations to keep our members informed.**

As defined in the Bylaws:

The Corporation shall have such other committees as shall be necessary for the conduct of the organizations business and to carry out its objectives and purposes. Members of all such other committees shall serve for one year. The President shall have the power to create each such committee, with the approval of the Executive Committee, designate its chairman and appoint its members.

Additional responsibilities:

Communications Committee meets as needed. This committee provides suggestions and recommendations in order to:

- keep our members informed using a wide variety of communication and social media avenues..
- utilize the resources of our members to market and communicate the events, happenings, and opportunities for our members.
- work closely with the membership committee to find marketing techniques and communication ideas to “add value” to our members of the organization.
- work with every committee so as to keep our members informed.

- The President Elect appoints the Chair of this committee upon the recommendation of the current communications chair. The chair selected is an active board member.
 - The Chair will prepare a report and submit to the executive board and board at meetings.
 - *This report should be given at both meetings held bi-monthly in February, April, June, August, October, and December.*

- Meetings are held bi-monthly before the regular board and executive board meetings so that reports and information can be shared.

Available resources:

Administrative Assistant
Board Officers
Board Members
LLA Members At-large
Refer to timeline at end of manual

MEMBERSHIP COMMITTEE

**Membership Committee is responsible for membership retention and recruitment.
It is their job to enhance and increase membership.**

As defined in the Bylaws:

The Corporation shall have such other committees as shall be necessary for the conduct of the organizations business and to carry out its objectives and purposes. Members of all such other committees shall serve for one year. The President shall have the power to create each such committee, with the approval of the Executive Committee, designate its chairman and appoint its members.

Additional responsibilities:

- **Membership Committee** meets as needed. This committee provides suggestions and recommendations in order to:
 - enhance and “add value” to membership
 - increase membership.
 - retain members.
- Meetings are held bi-monthly before the regular board and executive board meetings so that reports and information can be shared.
 - The President Elect appoints the Chair of this committee upon the recommendation of the current membership chair and committee. The chair selected is an active board member.
- The Chair will prepare a report and submit to the executive board and board at meetings. (*This report should be given at both meetings held bi-monthly in February, April, June, August, October, and December.*)

Available resources:

Administrative Assistant
Board Officers
Board Members
LLA Members At-large
Refer to timeline at end of manual

EVENTS / PROGRAMS COMMITTEE

The Events Committee plans events throughout the year both social and educational.

As defined in the Bylaws:

The Corporation shall have such other committees as shall be necessary for the conduct of the organizations business and to carry out its objectives and purposes. Members of all such other committees shall serve for one year. The President shall have the power to create each such committee, with the approval of the Executive Committee, designate its chairman and appoint its members.

Additional responsibilities:

Events Committee meets as needed. This committee provides recommendations for events throughout the year both social and educational.

- The Vice President is the Chair of the this committee. To afford a comfortable transition of duties and responsibilities in January, the Vice President and his committee is responsible for events planned from June 1 through May 31 each year. It is also the Vice President's responsibility to secure locations and send out announcement/invites assisted by the Administrative Assistant. (See Vice President duties on page... of this manual for more information) *Committee meetings should be held in advance of the bi-monthly board meetings held the 2nd Wednesday of the month in February, April, June, August, October, and December.*
- The Chair will prepare a report and submit to the executive board and board at meetings. *This report will be given at these meetings held bi-monthly in February, April, June, August, October, and December.*
- Programs should be held at least 4 times per year with 2 social events per year. *These are spread throughout the year with 1-2 events and one social before June and 2-3 events with one social after June. This is in addition to the organization's Annual Meeting held in January.*

NOTE: The Vice President is not in charge of the Annual meeting. Please see Duties of the Secretary for Annual meeting responsibilities.

Available resources:

Administrative Assistant
Board Officers
Board Members
LLA Members At-large
Refer to timeline at end of manual

ANNUAL MEETING

**Annual meeting committee organizes and oversees all aspects of the annual meeting.
From entertainment to awards this committee does it all.**

As defined in the Bylaws:

The Corporation shall have such other committees as shall be necessary for the conduct of the organizations business and to carry out its objectives and purposes. Members of all such other committees shall serve for one year. The President shall have the power to create each such committee, with the approval of the Executive Committee, designate its chairman and appoint its members.

Additional responsibilities:

- **Annual Meeting Committee** meets as needed beginning in March of each year. This committee organizes and makes recommendations for the annual meeting which is held in January.
- The Secretary is the Chair of the Annual Meeting committee. He or she should hold Annual Meeting Committee Meetings at least once per quarter. *Recommended meeting months are March, July, September and before the final board meeting in December.*
- As each year there are different themes and decisions about this meeting, only a brief timeline and guide are provided below:

TIMELINE.....

Tasks	Details / Comments	Timeline	Responsibility of
Date of meeting	secure	June	committee
Speaker	secure	June	committee
Entertainment	secure	June	committee
Location	book	June	committee
Food	catering company commitment ... purchase + donations	September	committee
	help with set up...pick up... clean up based upon caterer chosen	December	committee
Beverage	distributor commitment... purchase + donations (beer, wine, soda, water)	September	committee
	help with set up...evening serving...pick up... clean up based upon caterer chosen	Night of event	committee
Invitations	Purchase	December	admin asst.
	Mail /registration/ etc	December	admin asst.
Decorations / Theme		June- December	admin asst.
Program for night	Entertainment for night	December	admin asst. committee
	Video production		committee
	Photographer		admin asst.
	Programs / agenda for night		committee
	Jere Annis winner etc		admin asst.
	Scholarship		ODK committee
Volunteers	needed for set up/ cleanup	Night of event	
Press Releases		December	admin asst.

OUTREACH / LEADERSHIP COMMITTEE

The Outreach / Leadership Committee researches, evaluates and recommends Leadership and philanthropic opportunities for our organization.

As defined in the Bylaws:

The Corporation shall have such other committees as shall be necessary for the conduct of the organizations business and to carry out its objectives and purposes. Members of all such other committees shall serve for one year. The President shall have the power to create each such committee, with the approval of the Executive Committee, designate its chairman and appoint its members.

Additional responsibilities:

Leadership / Outreach Committee meets as needed. This group finds philanthropic opportunities to help and become more visible in our community.

The Immediate Past President is the Chair of this committee.

The purpose of the committee is to provide:

- recommendations for leadership opportunities for our members and youth.
Examples include:
 - “Leadercast Lakeland” in May.
 - “Inspiring the Leader in Youth Program” for high school and college students.

- outreach recommendations and opportunities for our organization.
Examples include:
 - WOW (Worthy Outreach Work Program)
 - UthMpact Business Etiquette Dinner

Meetings are held bi-monthly before the regular board and executive board meetings so that reports and information can be shared.

Available resources:

Administrative Assistant
Board Officers
Board Members
LLA Members At-large
Refer to timeline at end of manual

INSPIRING THE LEADER IN YOUTH COMMITTEE

Responsibilities:

The Inspiring the Leader in Youth Committee is an “outreach” of the Outreach Committee. Chaired by the Past President, the purpose of this committee works with the youth- related organizations to:

- Expose students to Polk County and its opportunities
- Get them engaged with businesses
- Keep them in Polk County or make sure they return after college
- Get them to understand that leadership is being engaged in the community.
- Have students thinking about creating their path to success by learning the difference between active participants vs. Passive participants.

Alumni from all leadership classes are invited to participate with this committee and the youth-related organization. This event occurs in February based upon the Polk County School’s early release day. It has typically been held at Polk Museum of Art.

General format of the program

A. Networking

B. Introductions of Guest leaders

1. Name
2. Business / profession / title
3. Number of years in the Lakeland / Polk County area

C. Lunch & Small group discussions with community leaders

1. Students sit at round tables for lunch
2. Facilitators use leadership discussion questions to guide conversation.

D. Continuation of program in Auditorium

1. Up to 10 leaders will be given 3 minutes to share : their journey to Lakeland and WHY they are in Lakeland and one bit of wisdom regarding college or success in life.

E. The final aspect of the day will be question / answer time about what it means to be a leader and what it means to be engaged?

ODK HIGH SCHOOL LEADERSHIP CONFERENCE COMMITTEE

Responsibilities:

The ODK Leadership Conference Committee works with the Omicron Delta Kappa, Honorary Leadership Organization at Florida Southern College to jointly plan and produce the LLAA – ODK High School Leadership Conference. The event is held annually at the end of October or beginning of November.

The Chairperson of the LLAA ODK Leadership Committee gives reports to the Outreach committee as well to the board.

The committee chair is responsible for getting LLAA volunteers to facilitate sessions with the ODK Students.

Calendar for LLAA – ODK High School Leadership Conference

February – LLAA Chair for this year meets with prior years' chairs for orientation.

April 1 – Contact ODK faculty advisor and determine who will be the ODK Vice-President who is the ex officio Chairperson from ODK for the Conference (“**ODK Chair**”) in the Fall. Then schedule a meeting with the ODK Chair, the LLAA Chair and the ODK faculty advisor before FSC recesses for the summer. At this meeting tentative dates for the conferences will be selected and plans made for the conference. Lessons learned from the previous year's conference should be discussed and plans for implementation made and launched. Make sure to obtain the over the summer e-mail address for the ODK Chair.

August 1 – LLAA Chair selects and schedules our keynote speaker.

August 1 - Invite ODK Chair to the August full Board meeting. Schedule meeting with LLAA's ODK Committee plus the ODK Chair for planning and finalizing the date of the Conference.

A Friday morning in late October to early November the conference occurs. At the Conference hand out information to each high school attendee on the LLAA Scholarship for one of the high school attendees to the conference.

Week following the conference prepare and circulate to all Committee Members, LLAA volunteers, the ODK Chair and the ODK faculty advisor a short memorandum on lessons learned and things to change for future conferences. Request input from recipients of the memo.

Late November is the deadline for the scholarship applications. Assemble applications and distribute same to Committee members for review. Then committee selects the winner of the scholarship who is announced at the annual meeting. An invitation to the winner to attend the annual meeting is extended in early December.

Available resources:

- Administrative Assistant
- Board Officers
- Board Members
- LLAA Members At-large
- Refer to timeline at end of manual

JERE ANNIS SELECTION COMMITTEE

Jere Annis Committee is comprised of only past award recipients.

1. This committee consists of all past Jere Annis winners who are **current** LLAA members. The administrative assistant will be a non-voting member of this committee to organize and work with the chairs.
2. To serve on the Jere Annis committee, two requirements must be met:
 - a. Current LLAA member
 - b. Previous Jere Annis winner
3. The chair person of the selection committee will be the winner from one year past.
4. The vice chair of the selection committee is the most recent winner.
5. The vice chair will become the chair after the new winner is announced.
6. The administrative assistant contacts the chairman in August/September to begin the selection process.
7. The administrative assistant will work with Alphagraphics to get the nomination forms printed and mailed by mid October.

Role of Co-Chairs

1. Decide if # of nominations by any one nominee is important to the committee
2. Decide on # of meetings needed to determine the Jere Annis Winner
3. Present the award at the annual meeting
4. Make sure the winner is present at the annual meeting
5. Contact family and friends of winner to make sure they are present at annual meeting.
6. Follow the guidelines set by the board in selecting the committee and winner.
7. Use administrative assistant to assist with any necessary items involved with the selection process.
8. Follow guidelines set forth by board and committee.

Nominations *Refer to timeline at end of manual*

1. Jere Annis nomination will be sent to **Current** members only.
2. Any current LLA member (including Jere Annis Committee members) is eligible to nominate someone for the Jere Annis Award.
3. Previous Jere Annis winners are **strongly** encouraged to nominate a candidate each year.
4. Nominations will be accepted **electronically via email or fax and via mail.**
5. Only **one nomination** will be accepted per member.
6. Nominations postmarked or send electronically after the deadline will not be accepted.
7. Only Current “LLAA members in good standing” are eligible for this award.

Jere Annis Award and Presentation

1. Prior to the event, the chair will contact family of the recipient regarding the award presentation.
2. The administrative assistant orders the plaque from (*Bomar Trophy*) and makes sure the winner is present at the annual meeting.
3. The most recent Jere Annis winner presents the award
4. The administrative assistant contacts the Ledger of the award
5. The winner receives a plaque at the annual meeting and \$1000 donation to charity of choice.

Available resources:

Administrative Assistant
Prior Jere Annis Award winners

PAST PRESIDENTS' ADVISORY BOARD

The Past President's advisory board is comprised on all past presidents, in good standing, of the Leadership Lakeland Alumni Association. The chair of this committee shall be the most recent past president of the alumni association.

Responsibilities

- The board will meet 1-2 times yearly as determined by the chair
- The board will select the recipient of the WOW (Worthy Outreach Work) Program. Two WOW recipients are selected annually and are announced at the annual meeting in January and class reception in May.
- The advisory board will provide leadership expertise, visionary recommendations and guidance for the alumni association.

LLAA Timeline (This is to be used as a flexible, general plan!)

Month	activity / event	responsibility of
January	Annual Meeting	Vice President / Spec Events Comm
February	Executive Board meeting	Exec board
	Regular board meeting ... focus budget	Treasurer
	Renewal reminders membership	President
	bylaws reviewed every 4 years	bylaws committee (2017)
	Appoint of Comm. Chairs	President
	Sunbiz annual reporting to state	Admin Asst
March	LLAA Program with timely speaker	VP + committee
	Outreach / Leadership com. Mtg	Outreach chair
	Communications com. Mtg	Communications chair
	Annual meeting committee meets	Secretary + committee
April	Executive Board meeting	Exec board
	Regular board meeting/ comm. reports	
	Annual meeting prep	Secretary + committee
	LLAA event (if not in March)	VP + committee
May	Social with LL class (cinco de mayo)	Events committee
	Grad. Of LL class	pres
	Outreach / leadership com. Mtg	Outreach chair
	Communications committee meeting	Communications chair
June	budget/ funds reviewed	finance committee
	Executive board meeting	
	Regular board meeting/ comm. reports	
	ODK committee meets	OKD Chair
July	Outreach / Leadership com. Mtg	Outreach chair
	Communications com. Mtg	Communications chair
	Annual meeting committee meets	Secretary + committee
August	Executive Board meeting	Exec board
	Social event (First Frida)	V.P./ Events Committee
	Regular board meeting/ comm. reports	pres
September	LLAA event	V.P./ Events Committee
	Outreach / Leadership com. Mtg	Outreach chair
	Communications com. Mtg	Communications chair
	Annual meeting committee meets	Secretary + committee
October	membership drive begins	pres. / admin Asst
	Exec. Board meeting	Exec board
	Regular board meeting/ comm. reports	pres
	Nominating committee selected	nom. Committee + pres
	LLAA event	V.P./ Events Committee
	Membership Drive begins	Communications chair
	ODK high school conference	ODK committee
November	Jere Annis nominations out	admin assist
	LLAA event (if not in Oct.)	V.P./ Events Committee
	nominating committee meets	nom. Committee + pres
	Outreach / Leadership com. Mtg	Outreach chair
	Communications com. Mtg	Communications chair
	Annual meeting committee meets	Secretary + committee
December	2012 events and dates selected	events committee/ incoming VP
	Exec. Board meeting	Exec board
	Jere Annis committee meeting	past winners + admin assist
	Regular board meeting/ comm. Reports	pres