



COO Peer Network Charter

(Adopted on April 26, 2006)

Purpose

The purpose of the COO Peer Network is to provide a forum for National Assembly Chief Operating Officers (COO) to network and share best practices as well as learn about and discuss trends in the nonprofit human services sector.

Membership

Peer network members are COOs or other executives of National Assembly member organizations who have primary responsibility for internal operations. Upon departure of a member organization's representative, the organization is asked to name a successor on a timely basis.

Meetings

COO Peer Network meetings will be held in Washington, D.C. and New York City because most members are located in these cities. The D.C. meeting will be in September to coincide with the National Assembly's National Leaders Summit. The New York meeting will be held in the spring.

A member may bring relevant guests to peer network meetings if approved by Chair or National Assembly staff and with the consent of the host organization to ensure they can be accommodated.

Responsibilities of Peer Network Members

Member responsibilities include:

- Attendance at the semi-annual meetings, preferably in person but by phone if necessary.
- Providing agenda topics and materials for discussion by the group.
- Reviewing materials for each scheduled agenda item prior to the meetings, participation in open discussion, and sharing pertinent information from their organization.

Responsibilities of Peer Network Members (continued)

- Host meetings on a rotating basis.
- Contribute to some aspect of the ongoing operation of the peer network, such as new member recruitment, submitting agenda topics, arranging outside speakers, or presenting materials at meetings.

Peer Network Leadership

The peer network will have a Chair selected through a nomination and election process in which all members have the opportunity to participate. The Chair's term will be two years. When the term ends or the Chair resigns, a new election will be held.

Responsibilities of Peer Network Chair

Chair responsibilities include, in addition to member responsibilities:

- Set meeting agendas and chair meetings.
- Work with National Assembly staff.
- Recruit new members.
- Generally facilitate and promote the active involvement of members.

Responsibilities of National Assembly Staff

- Work with Chair to set meeting agendas.
- Manage meeting invitation process (send out invitations and reminder messages; share agenda and logistical details).
- Work with meeting host on logistics (A/V, lunch).
- Prepare printed agenda and name tent cards for meeting.
- Take notes during meeting and distribute summary, including speaker handouts, after the meeting.