

## **OMBUDS OF TEXAS LEADERSHIP TEAM**

A Leadership Team (LT) manages the activities of the OOT. The LT consists of at least two co-chairs and four coordinator positions. The OOT welcomes and encourages any member who is interested in participating in the leadership of the organization to volunteer for a position on the LT. All LT positions are voluntary and responsibilities can be shared if more than one person is interested in a specific responsibility.

Decisions made by the LT are done by consensus. In order for such a consensus decision to be reached and become binding, there must be a majority of the LT participating, one of which must be a Co-chair.

There is a requested two-year minimum commitment for each LT position. Each position term runs 2 years from the installation of the volunteer filling the position. Initially, some of the LT positions will be for one year terms and going forward the terms will be staggered. There are no term limits. Should a LT member become unable to complete her or his term, a replacement LT member shall be installed at the next quarterly meeting or sometime after to fill the remainder of the newly vacant term.

Each year during the fall OOT meeting, those LT positions with terms ending will be filled through an appropriate open and voluntary installation process determined by the LT. The volunteers who fill LT positions take office immediately upon installation.

As a self managing leadership team, the success of the LT is predicated on effective collaboration, cooperation and communication among all LT members. It is the expectation of OOT that all LT members will support these principles in fulfilling their responsibilities.

- Co-chairs

The Co-chairs are responsible for:

- Providing leadership to the OOT towards achieving its' Mission and Vision
  - Including, but not limited to:
    - Marketing and promoting the organization
    - Holding Leadership Team coordinators accountable (for the responsibilities or tasks for which they volunteered).
  - Coordinating the overall business and operation of the OOT
    - Including, but not limited to:
      - Maintaining and updating official documents of the OOT;  
Examples:
        - The OOT Mission Statement
        - The OOT Memorandum of Operation
        - Records of Decisions
      - Facilitating each quarterly and/or leadership meeting;

- Creating the meeting agendas;
  - Ensuring that meeting minutes are duly taken and disseminated;
- Coordinating Membership and Public Relations
  - Including, but not limited to:
    - Recruiting new members
    - Receiving and Responding to correspondence and public inquiries on behalf of the OOT
    - Maintaining and updating the official membership directory

Standing and Ad-hoc committees may be established by the Co-chairs as appropriate, to assist with fulfilling their responsibilities.

- Communications Coordinator

The Communications Coordinator is responsible for:

- OOT Communications
  - Including, but not limited to
    - Sending the meeting agendas and other email communications to the OOT membership;
    - Updating and maintaining the OOT mailing list and sign-in sheet for events and meetings.
- Maintaining and updating the OOT email distribution list;

Standing and Ad-hoc committees may be established by the Communication Coordinator as appropriate, to assist with fulfilling her or his responsibilities.

- Logistics Coordinator

The Logistics Coordinator is responsible for:

- Securing locations and all arrangements surrounding events and meetings

Standing and Ad-hoc committees may be established by the Logistics Coordinator as appropriate, to assist with fulfilling her or his responsibilities.

- Professional Development Coordinator

The Professional Development Coordinator is responsible for:

- Developing, planning and/or arranging relevant professional development opportunities, events and resources for the OOT
  - Including, but not limited to
    - Arranging speakers for key portions of events and meetings;
    - Coordinating the ongoing delivery of relevant professional development workshops and information.

Standing and Ad-hoc committees may be established by the Professional Development Coordinator as appropriate, to assist with fulfilling her or his responsibilities.

- Website Coordinator

The Website Coordinator is responsible for:

- the maintenance of the OOT website
  - Including, but not limited to:
    - updating information on the site after events and meetings.

Standing and Ad-hoc committees may be established by the Website Coordinator as appropriate, to assist with fulfilling her or his responsibilities.