

AMENDMENT / ADDENDUM TO THE BY-LAWS

ARTICLE III – Duties and Responsibilities of the Executive Council

Section 2 – President

Please see attached

ARTICLE IV – Duties and Responsibilities of the Appointed Officers

ADDENDUM: Section 8 – Executive Director

Appointment of Executive Director, Responsibilities and Qualifications

Please see attached

Position Description: President

Filipino-American (Fil-Am) Association of Pensacola, Incorporated

Organization

Founded in 1970, Fil-Am Pensacola's mission is to promote Filipino heritage and traditions through family oriented intercultural activities and projects that include cultural diversity, sports related and health and wellness events necessary for the common good of the Greater Pensacola community and beyond.

For more information, please visit www.filampensacola.com

Position

The Fil-Am of Pensacola's President will work collaboratively with the Executive Director, the Executive Officers and the Board of Directors in leading towards the accomplishment of the Association's mission and in delivering on its long term vision. Specifically, s/he will ensure the Fil-Am of Pensacola's fiscal, operations, fundraising, and programmatic strategies are effectively implemented.

Responsibilities

Strategic vision and leadership

- Acts as Chairperson of the Board of Directors, "Volunteer-in-Chief" and represent Fil-Am of Pensacola as *de facto* leader and spokesperson to the larger community in formal ceremonies and forums and in advocating for the Association's cause.
- Collaborates with the Executive Director and the Board to refine and implement the strategic plan while ensuring that the budget, staff and priorities are aligned with Fil-Am of Pensacola's core mission.
- Provides inspirational leadership and direction to all executive officers and board members and general membership; ensure the continued development and management of a professional and efficient organization; establish effective decision-making processes that will enable Fil-Am to achieve its long- and short-term goals and objectives.
- Cultivates a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.
- In partnership with the Executive Director, helps build a diverse and inclusive Board representative of other Filipino ethnic organizations in the Greater Pensacola that is highly engaged and willing to leverage and secure resources.

Development

- Ensures that the flow of funds permits Fil-Am of Pensacola to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potentials.
- Formulates comprehensive marketing, branding and development strategies that will ensure consistency throughout the organization and enhance revenue from major donors, government agencies, and corporations.
- By modeling appropriate behavior, the president sets high standards for board conduct and intervenes if conflicts of interest or confidentiality issues arise.

Strengthening infrastructure and operations

- Ensures the delivery of high quality services while providing guidance for current and future growth.
- Support and motivate the Association's officers and volunteers.
- Facilitates collaboration with other Filipino-American themed organizations and strengthen communications with them particularly those based in the Greater Pensacola area.
- Oversees the financial status of the Fil-Am of Pensacola including developing long and short range financial plans, monitoring the budget and ensuring sound financial controls are in place; set financial priorities accurately to ensure the Association is operating in a manner that supports the needs of the programs.

Program Development

- Guides the Board of Directors in the delivery of programs whether exclusive by Fil-Am or through new and existing partnerships.
- Increases efficiencies and consistency throughout the organization by developing and implementing standardized programs, services and program marketing.

Qualifications

- Prior nonprofit experience ideal; management of an independent organization preferred.
- Significant board development, fundraising, marketing/branding and fiscal management experience.
- A financially savvy and diplomatically astute leader with the ability to set clear priorities, delegate, and guide investment in people and assets; keen analytic, organization and problem solving skills, which support and enable sound decision making.
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions.
- Outstanding presentation and communication skills and an outgoing spokesperson, relationship builder, and fundraiser.

Position Description: Executive Director**Filipino-American (Fil-Am) Association of Pensacola, Incorporated****Organization**

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Revenues: \$_____

For more information, please visit www.filampensacola.com

Position

The Fil-Am of Pensacola's President will work collaboratively with the Executive Director, the Executive Officers and the Board of Directors in leading towards the accomplishment of the Association's mission and in delivering on its long term vision. Specifically, s/he will ensure the Fil-Am of Pensacola's fiscal, operations, fundraising, and programmatic strategies are effectively implemented.

Responsibilities**Leadership & Management**

- Ensure effectiveness of Fil-Am's ongoing local programs in the fundraising efforts consistent with efficient employment of resources needed to achieve the both short and long term goals.
- Actively engage and energize Fil-Am volunteers, board members, event committees, partnering organizations and donors.
- Develop, maintain and support a strong Fil-Am Board of Directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction for both ongoing local operations as well as for the event driven national and international efforts.
- Lead, coach, develop and retain Fil-Am's cohesive high-performing management team.
- Employ accurate systems of tracking progress and regularly evaluating program components so as to measure successes that can be effectively communicated to the board, donors and other stakeholders.

Fundraising & Communications

- Develop and expand Fil-Am's multi-faceted revenue generating and fundraising activities to support existing program operations and event driven activities.
- Continuously improve all aspects of communications – from Fil-Am web presence to external relations with the goal of creating a stronger brand.
- Use external presence and relationships to garner new opportunities

Planning & New Business

- Design possible expansion and initiate strategic business planning process for Fil-Am's greater involvement in local, national and international levels.
- Begin to build partnerships countywide, statewide and nationwide, establishing relationships with funders and community leaders at appropriate sites.
- Be an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for replication as may be needed.

Qualifications

The ED will be thoroughly committed to Fil-Am of Pensacola's mission. All candidates should have proven leadership, coaching and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Confident and independent minded with management experience; track record of effectively leading program performance and outcome-based organization and staff; ability to point to specific examples of having developed and executed strategies that have taken an organization to the next stage of growth.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives and manage a budget.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven and self-directed.

ADDENDUM TO THE BY-LAWS

Article VIII – ELECTION and INSTALLATIONS of OFFICERS

- Section 1. Nominees to the Executive Council shall hold no other elected position in another social club or organizations.
- Section 2. Nominees for elected position (Article V) must be a member in good standing for at least six (6) months.
- Section 3. All members in good standing are eligible to vote. There shall be no absentee or proxy ballots.
- Section 4. Elections for elected position (Article V) will be every two (2) years in October.
- Section 5. Members elected to Office shall be elected by a simple majority (of those voting) in a secret ballot. Only individuals nominated are eligible to receive votes.
- Section 6. The newly elected officers shall be installed to office no later than January 20 of the following year.

Article IX – MEETINGS and QUORUMS

- Section 1. A general membership meeting shall be held in March, June, September and December.
- Section 2. The Executive Council and the Board of Directors shall meet once each month at a place and time determined by the President.
- Section 3. Special membership meetings may be held to accommodate issues that need immediate attention.
- Section 4. The quorum for Special and General Membership meetings shall consist of no less than three (3) percent of the membership. The quorum for both the Board of Directors and Executive council meeting shall be fifty (50) percent of the elected officers.
- Section 5. Committee chairpersons may be invited to the Board of Directors and Executive Council meeting. They may participate in discussion and deliberations but have no voting power.