



NEI

Executive Council Governance Structure for The National Educators' Institute

March, 2022



BUILDING A COLLECTIVE CULTURE OF LIFE WIDE LEARNING

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Executive Council Associates

Executive Council Associates are a collaborative of administrators, educators, counsellors and academic/social mentors from the public and private sectors who serve as primary expert resources and advisors for the Executive Director of the NEI. They help to ensure educative and financial sustainability of the Institute and adherence to its mission. All Executive Council Associates, other than the Executive Leadership, serve on a Professional Learning Team.

Executive Council Associateship

All members are voting members.

Bermuda College Representative

(not a member of BC Executive)

Academic Director, Department of Education *ex officio*

Bermuda Educators Council Representative

Community Mentor (1)

Public School Leaders/Deputy (2)

All members are voting members.

Private School Leaders/Deputy (2)

Tutorial Site Educator (1)

Professional Learning Team Leaders (4)

Community Members at Large (2)

BC Vice or President *ex officio*

NEI Executive Director *ex officio*

Executive Council Associates are expected to:

- Engage potential users and partners of the Institute (*Ambassador*)
- Champion internal and external policies to the benefit of the Institute (*Advocate*)
- Share expertise in an active manner and assist in organizational planning (*Team Member*)
- Donate & Raise Funds (*Networker/Fundraiser*)
- Publicly support the mission, vision, aims and goals of the NEI (*Marketer*)

Executive Council Associate Roles & Responsibilities

Executive Council Associate at – Large

The role of Executive Council Associate is for an individual energised by the goals of the NEI vision, committed to its mission, and who has a meaningful track record of effective leadership experience. Executive Council Associate responsibilities include:

- Serving as a sounding board to the Executive Director during development and implementation of the NEI's strategic plan
- Reviewing outcomes and metrics created by the NEI for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics;
- Approving, in collaboration with Executive Council Associates, the NEI's annual budget and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to the annual performance evaluation of the Executive Director



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- Assisting in identifying and recruiting potential Executive Council and Professional Learning Team Members
- Supporting Professional Learning Teams in an active manner
- Representing the NEI to stakeholders; acting as an ambassador and advocate for the institute

Qualifications

Executive Council Associates are selected based on their demonstrated ability to:

- Bring broad-based knowledge of issues affecting high-quality professional learning and relevant subject matter expertise to specific governance and operational priorities of the NEI
- Responsibly prepare for meetings by reviewing the provided background materials;
- Fully participate in group discussions by respectfully offering and listening to diverse points of view; and
- Make thoughtful decisions that are in the best interests of the entire institute.

Individually and collectively, Executive Council Associates are selected to reflect:

- High-quality leadership with the commitment and ability to make meaningful contributions that will help the institute further its mission and vision;
- Understanding of and commitment to the NEI's vision, mission, core values, strategic priorities, and professional learning standards;
- Broad and deep knowledge as well as awareness of issues facing professional learning and ability to conceptualize the appropriate role for the NEI as guided by its vision, mission, core values and beliefs, strategic direction, and policies when confronting issues
- Demonstrated commitment to the institute's aspiration to be a high-performing, world class institution that strives to serve Bermuda's public and private educational professionals
- Strong interpersonal skills with ability to objectively consider diverse perspectives to guide major policy decisions of the institute;
- Knowledge and expertise in the aspects of the four NEI tiers and/or in nonprofit governance and organizational development;
- Commitment of time and other resources to provide vision and leadership as an effectively contributing Executive Council Associate;
- Ability to be an ambassador, advocate and public spokesperson on behalf of the NEI and its professional standards; and
- Demonstrated knowledge, skills, and experience, including fiduciary and fiscal responsibility, necessary to fulfill the specific responsibilities of an Executive Council Associate.



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Chair/Chair Elect

The NEI Chair-Elect is elected by the Executive Council to serve one year as Chair-Elect prior to assuming the Chair of the NEI Executive Council; a two-year appointment. The Chair-Elect is responsible for preparing for his or her term as Chair and fulfilling specific responsibilities as requested by the Chair.

- The Chair serves as chairperson of the Executive Council and the Executive Committee.
- The Chair is not a member of a Professional Learning Team.
- The Chair has general oversight of the administration and activities of the NEI and ensures that the Executive Council supports the work of the NEI by providing mission-based leadership and strategic governance. While day-to-day operations are led by the NEI's Executive Director (ED), the Chair-ED relationship is a close working partnership. Specific responsibilities include:
 - Guiding the development of a NEI Strategic Plan
 - Serving as a trusted advisor to the NEI Executive Director during implementation of the strategic plan
 - Reviewing outcomes and metrics created by the NEI for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics
 - Prioritizing the agenda of the Executive Council meetings in collaboration with the Executive Director
 - Facilitating bimonthly Executive Council meetings, Executive Committee meetings as needed, and the Annual Member meeting; partnering with the Executive Director to ensure realization of resulting actions and resolutions
 - Approving, in collaboration with the Executive Council Associates, NEI's annual budget and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
 - Appointing members to Executive Council committees and may attend
 - Coordinating the annual performance evaluation of the Executive Director
 - Assisting in identifying and recruiting potential Executive Council Associates and Professional Learning Team members
 - Representing the NEI to stakeholders; acting as an ambassador/advocate for the NEI

Qualifications

The role of Chair/Chair Elect is for an individual energized by NEI's vision, committed to its mission and who has a meaningful track record of effective leadership experience. Candidates for Chair/Chair-Elect are elected based on their demonstrated:

- Contemporary vision, proven leadership and required governance skills to guide the Executive Council in positioning the institute toward its Vision
- Breadth and depth of knowledge and experience needed to lead the Executive Council in making responsible, mission-driven decisions regarding the institute's policies and allocation of resources to meet its goals and priorities



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- Ability to serve as a sounding board to the Executive Director, and confer with the Executive Committee, regarding the implementation of policies and decisions authorized by the Executive Council and in the planning of meeting agendas
- Ability to preside at all Executive Council, Executive Committee meetings and the annual member meeting; strong interpersonal skills and ability to welcome a diversity of perspectives and fosters knowledge-based, strategic thinking in building consensus and acting
- Ability to interpret the NEI policies and activities and communicate these to members and nonmembers.
- Serve as an ambassador and advocate for the NEI and its professional standards

Deputy Chair

In addition to fulfilling the general responsibilities of an Executive Council Associate, the NEI Deputy Chair serves as a member of the Executive Committee and performs the duties of the Chair in the absence or inability of the Chair. The Deputy Chair is chair of the Policy Committee and Governance Nominating Committee and is not a member of a Professional Learning Team. Specific responsibilities include:

- Understanding the purpose, goals, priorities, and activities of the NEI with a readiness to lead when necessary
- Serving as a sounding board to the Executive Director during development and implementation of the NEI's strategic plan
- Meeting with Professional Learning Teams, as needed
- Reviewing outcomes and metrics created by the NEI for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics;
- Approving, in collaboration with Executive Council Associates, the NEI's annual budget and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to the annual performance evaluation of the Executive Director
- Assisting in identifying and recruiting potential Executive Council and Professional Learning Team Members
- Chairing the Governance Nominating Committee to select Executive Council Associates
- Representing the NEI to stakeholders; acting as an ambassador and advocate for the institute

Qualifications

The role of Deputy Chair is for an individual energized by the NEI vision, committed to its mission and who has a meaningful track record of effective leadership experience. Candidates for Deputy Chair are selected based on their demonstrated ability to:

- Bring broad-based knowledge of issues affecting high-quality professional learning and the education profession in general
- Responsibly prepare for meetings by reviewing the provided background materials
- Fully participate in group discussions by respectfully offering and listening to diverse points of view
- Make thoughtful decisions that are in the best interests of all aspects of the institute.



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Executive Council Treasurer

The role of Executive Council Treasurer is for an individual energized by the goals of the NEI vision, committed to its mission and who has a meaningful track record of effective leadership experience.

In addition to fulfilling the general responsibilities of an Executive Council Associate, the NEI Executive Council Treasurer serves as a member of the Executive Committee and Chair of the Finance Committee. This member does not serve on a Professional Learning Team. The Treasurer has general oversight of the care and custody of the organization's financial assets. The Treasurer will prepare and present recommendations to the Chair and the Council relative to fiscal policy. Specific responsibilities include:

- Serving as a sounding board to the Executive Director during development and implementation of the NEI's strategic plan and all things financial
- Providing general supervision over the care and custody of the funds and over the receipts and disbursements of the institute
- Reviewing and analyzing the NEI's financial status and communicating that information to the Executive Council at its meetings and the general membership at the Annual Member meeting
- Serving as Chair of the Finance Committee and preparing and presenting recommendations to the Chair and Executive Council in the areas of fiscal policy and procedures, acquisitions, and future plans, including the annual budget
- Reviewing outcomes and metrics created by the NEI for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics;
- Approving, in collaboration with Executive Council Associates, the NEI's annual budget and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to the annual performance evaluation of the Executive Director
- Serving as a member of the Executive Committee
- Representing the NEI to stakeholders; acting as an ambassador/advocate for the NEI

Qualifications

Candidates for Executive Council Treasurer are selected based on their demonstrated:

- Knowledge of fiscal policy, experience in analyzing nonprofit budgets, and the ability to prepare and communicate financial data to the Council and membership
- Knowledge, skills, and experience in the areas of fiscal policy and procedures, and acquisitions, including the ability to conceptualize the application of this information for use by the Executive Council in knowledge-based decision making.



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Executive Council Terms

Chair - Elect, Chair

The Chair-Elect assumes a 1-year term of office that begins September 1 following his or her election by the Executive Council. This year is a succession planning feature during which the Chair-Elect learns about the responsibilities of the Chair. A 2-year term as the NEI Chair follows. The elected individual serves for a total Executive Council Leadership commitment of 3 years. Terms may be extended.

The Chair is chairperson of the Executive Committee that includes the Chair-Elect, the Deputy Chair and Treasurer. Executive Committee meetings occur as needed.

The Chair and Executive Director meet regularly. The Chair-Elect may be invited to join these meetings, as necessary. The full Executive Council meets month/bimonthly between September and June.

Deputy Chair, Executive Council Treasurer

The Deputy Chair and Treasurer assume 2 -year terms of office that begin September 1 following an appointment by the Executive Council. Both also serve on the Executive Committee, chaired by the Chair and includes the Chair-Elect and Deputy Chair. Executive Committee meetings occur as needed.

Meetings

Committees conduct business by Slack, ZOOM, or face-to-face meetings

It is the responsibility of all members to attend at least 75% of scheduled Executive Council meetings and associated Professional Learning Team meetings

- The full Executive Council meets monthly/bimonthly between September and June.
- The Executive Committee meets as needed
- Professional Learning Teams meet weekly or biweekly, as determined by their leader(s).

Executive Council Associates receive agenda materials to review prior to each meeting.

There shall be an orientation for each new member of the Executive Council

Executive Council Fundraising

All individuals elected to serve on the Executive Council will consider the NEI a charitable priority and make annual gifts accordingly. So that the NEI can credibly solicit contributions from foundations, organizations, and individuals, the NEI seeks to have 100 percent of Executive Council Associates make an annual contribution; the amount is determined by each individual. The Chair will work to ensure that all Executive Council Associates meet this expectation.



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Executive Council Committees

Executive Leadership Committee

Consists of the Executive Council Officers: Chair - Elect, Chair, Deputy Chair and Treasurer. Terms of Reference are:

- Act with full authority of the Executive Council between Council meetings when needed and in urgent matters
- Monitor the performance of the Executive Director, conduct their annual performance review, and make recommendations to the Executive Council regarding the Executive Director's performance goals for the subsequent year
- Provide a sounding board to the Executive Director and serve as a source of ready advice on operating and personnel matters
- Provide support to the Executive Director and direction to the Executive Council on oversight of legal and operational issues
- Lead Executive Council level oversight of the institute's long-term strategic plan and short-term annual planning, including annual review of strategic plan performance metrics against articulated goals and outcomes.

Finance Committee

This committee is chaired by the Treasurer of the Executive Council. Terms of Reference involve:

- Ensuring strong fiduciary oversight and financial management
- Making sure financial reports are accurate
- Overseeing the institute's budget
- Identifying revenue streams

Policy Committee

This committee is chaired by the Deputy Chair of the Executive Council. Terms of Reference include:

- Assessing the Executive Council's performance as the governing body of the NEI
- Leading the writing, maintenance, and updates to the NEI's bylaws; revising/re-approving the bylaws every 2 years, or as needed, according to the bylaws

Governance Nominating Committee

This committee is chaired by the Deputy Chair. The Terms of Reference are:

- Leading the process to identify and nominate new Executive Council Associates; this includes researching suitable candidates and presenting the nominees for approval by the Executive Council.
- Ensuring proper and fair procedures are followed when voting in Executive Council Associates.



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Eligibility Requirements

Professional Learning Team

Any NEI member in good and regular standing may apply to be a Professional Learning Team (PLT) member. Professional Learning Team members may also be recruited by serving Executive Council or Professional Learning Team members. PLT terms are for two years. Successful applicants for Professional Learning Team Leaders become Executive Council Associates. Executive Council Associate terms are for two years.

Applications for Professional Learning Team members and leaders will be assessed by the Professional Learning Team Nominating Committee as formed by the Executive Director. This committee may be comprised of a combination of at least one Executive Council Associate, present PLT members and members at-large and may not exceed 8 individuals.

Executive Council Associate

Any member in good and regular standing, who falls within the descriptive roles which comprise the Executive Council, may apply to be an Executive Council Associate. Executive Leadership Council Terms are for two years. Terms may be extended once.

Applications for Executive Council Associates will be assessed by the Governance Nominating Committee as formed by the Executive Council Deputy Chair. This committee may be comprised of the Deputy Chair, 3 additional Executive Council Associates and the NEI Executive Director.

NEI Executive Council Associate Application

[Executive Council Associate Application](#)