Overview of History and Purpose

BIG
Officer Leadership Training

Overview of History and Purpose
BIG History

**Who**: DHEW Black federal employees

**When**: Established in 1975 and in 1976 incorporated as a non-profit organization

**Where**: Parklawn (Chapter) Building, Rockville, MD

**Why**: Address a wide assortment of racially motivated problems
BLACKS IN GOVERNMENT

- Articles Of Incorporation
  - Washington, DC
  - February 26, 1976

- First President Elected
  - June 1, 1977
  - Ramona McCarthy
BLACKS IN GOVERNMENT

Founders’ Goals

- Establish Big Chapters In Each Executive Branch Of Federal Government In Washington Metro
- Within Federal Agencies Nationwide

Elected First National President

- January 1978
- Lonis Ballard
BIG Goals and Objectives

- Be an advocate of equal opportunity
- Eliminate practices of racism and racial discrimination
- Promote professionalism among Blacks in government
- Develop and promote programs to enhance ethnic pride and educational opportunities
Goals and Objectives (cont)

- Establish a mechanism for the gathering and dissemination of information

- Provide a nonpartisan platform on major issues of local, regional and national significance affecting Blacks in government
BIG ROLE

- Training
- Professional Growth and Development
- Counseling and Representation
- Community Service
- Advocacy
- Networking
- Job Opportunities
Blacks In Government
Organizational Structure
BIG Organizational Structure

BIG is a membership driven organization

Chapters/Members
Regional Councils

Executive Committee
Board of Directors
BIG STRUCTURE

Chairpersons of Board of Directors

Honorable Julius Crouch
Anthony Williams
Rance Clemons
Honorable Oscar Eason
Jimmy Givens
Anthony Rhodes
Roberta McNeil
Johnny Smith
Ralph Browne, Jr.
Honorable Ellen Dyson
Farrell Chiles
Angela K. Thorpe-Harris
Honorable Gary L. Blackmon
Lilylan Caswell-Isley
Honorable Kenneth C. Pearson
Honorable Melvin Davis
Honorable David A. Groves
Dr. Edward Wilson
Honorable Dr. Hezekiah Braxton III
Honorable B. Faye Stewart
Honorable Darlene Young

Honorable Katherine Cage
BIG STRUCTURE

Board of Directors

Art III, Sec 2a / Art VI, Sec 1

Determine Policy,

Undertake All Appropriate Actions Requiring National Attention

Art VI, Sec 1a – Report Of Regional Council To Board - Advisor
## 2023 BOARD OF DIRECTORS

<table>
<thead>
<tr>
<th>Region I</th>
<th>Region VIII</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Anthony Thomas</td>
<td>Ms. Nichelle Rogers</td>
</tr>
<tr>
<td>Ms. Jacqulyn D. Allen, Vice Chair</td>
<td>Ms. Julie Hicks</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Region II</th>
<th>Region IX</th>
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</thead>
<tbody>
<tr>
<td>Ms. Gwendolyn Townsend</td>
<td>Honorable Toni Pearson</td>
</tr>
<tr>
<td>Ms. Joanne Palmer</td>
<td>Mr. Derrick Felton</td>
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<thead>
<tr>
<th>Region III</th>
<th>Region X</th>
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<tbody>
<tr>
<td>Ms. Dale Scott</td>
<td>Ms. Erin Small</td>
</tr>
<tr>
<td>Mr. Michael Upshaw</td>
<td>Ms. Marie Bell-Allen</td>
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<thead>
<tr>
<th>Region IV</th>
<th>Region XI</th>
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</thead>
<tbody>
<tr>
<td>Ms. Peggy Wilson</td>
<td>Ms. Marion Allen</td>
</tr>
<tr>
<td>Mr. James C. Clausell Sr.</td>
<td>Mr. Michael McCrimmon</td>
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<table>
<thead>
<tr>
<th>Region V</th>
<th>National President</th>
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</thead>
<tbody>
<tr>
<td>Ms. Patricia Thompson</td>
<td>Honorable Shirley Jones, Esq.</td>
</tr>
<tr>
<td>Ms. Shirron Brown-Mills</td>
<td></td>
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<thead>
<tr>
<th>Region VI</th>
<th>Secretary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honorable Katherine Cage, Chair</td>
<td>Dr. Wilda Parker-Collins</td>
</tr>
<tr>
<td>Mr. Frank Traylor</td>
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</tbody>
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<thead>
<tr>
<th>Region VII</th>
<th>Treasurer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Robin Daniel-Beck</td>
<td>Honorable B. Faye Stewart</td>
</tr>
<tr>
<td>Ms. Christine Wilder</td>
<td></td>
</tr>
</tbody>
</table>
BIG - PRESIDENTS

- Honorable Ramona McCarthy
- Lonis Ballard
- Mildred Goodman
- Thomas Jenkins
- James Rogers
- Honorable Ruby Field
- Marion Bowden
- Dorothy Greening
- Honorable Oscar Eason, Jr.
- Honorable Gerald Reed
- Honorable Gregg Reeves
- Honorable J. David Reeves
- Honorable Darlene Young
- Honorable Dr. Doris Sartor

Honorable Shirley Jones, Esq.
2021 - present
BIG STRUCTURE

Executive Committee

• ART III, SEC 2B
• IMPLEMENT POLICY
• CONDUCT ROUTINE BUSINESS
• EMERGENCY SITUATIONS
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>President</td>
<td>Honorable Shirley Jones, Esq.</td>
</tr>
<tr>
<td>Executive Vice President</td>
<td>Dr. Lynwood Townsend</td>
</tr>
<tr>
<td>1st Vice President</td>
<td>Ms. Deena Sheppard</td>
</tr>
<tr>
<td>2nd Vice President</td>
<td>Mr. Danny Wade</td>
</tr>
<tr>
<td>3rd Vice President</td>
<td>Ms. Mozella Thomas</td>
</tr>
<tr>
<td>National Secretary</td>
<td>Dr. Wilda Parker-Collins</td>
</tr>
<tr>
<td>Corresponding Secretary</td>
<td>Mr. Anthony W. Lee, J.D</td>
</tr>
<tr>
<td>National Treasurer</td>
<td>Honorable B. Faye Stewart</td>
</tr>
<tr>
<td>Assistant Treasurer</td>
<td>Duane Hill</td>
</tr>
</tbody>
</table>
National Appointed Positions

- ART VI, SEC 3
  - Delegates Assembly Chairperson
  - Historian/Librarian
  - Parliamentarian
  - Presidential Advisor
  - Strategic Planning Liaison
ART VI, Sec 4

- Advisory roles
- Appointed by the President and approved by the Board of Directors
- Should be comprised of a Chair and at least three (3) other members
National Standing Committees Chairs

- Finance
- Program and Planning
- Communication and Public Relations
- Legislative Review
- Membership
- Evaluation
- Legal Review
- Training
- Affirmative Employment/Equal Employment Opportunity
- Health and Wellness
National Special Committees

- ART VI, Sec 5
- Established at the discretion of the National President with the approval of the Executive Committee
- Ad Hoc committee structure
- Serve at the discretion of the President
National Special Committees Chairs

- Building New Leaders for the NOW Generation Chair
- Conference Registration
- Darlene H. Young Leadership Academy Coordinator
- Future Leaders of American Government (FLAG) Coordinator
- Military Veterans Emphasis Committee
- National Corporate Sponsor Chair
- Project BIG Vote
- Protocol
- Telecommunications Chair
BIG STRUCTURE

Regional Council - Eleven Regions

- Art III, Sec 3b
  -- Local Advisor To Board Of Directors
  -- Identify And Develop Common Strategy and Mechanism
- Article III, Sec 4
  -- Conduct Programs
- Eleven Regions
  -- (10) Federal, state, and local Regions
  -- (1) DC Metro Area
REGION I - 1980

George Lima
Frank Buntin
REGION II - 1980

Puerto Rico
US Virgin Islands

Ellis Cosey
Robert Rogers
REGION III - 1980

Betty Lunn
Sandy Stewart
REGION VI - 1980

John Johnson
Rance Clemmons

New Mexico
Oklahoma
Ark.
Texas
La.
REGION VII - 1980

Julius Crouch
William Massey
REGION VIII - 1989

Montana
North Dakota
Wyoming
South Dakota
Utah
Colorado

John Leddbetter
REGION IX - 1980

- Guam
- Commonwealth of the Northern Mariana Islands
- American Samoa

Brenda Harper*
Wanda Jackson
REGION X - 1982

Oscar Eason, Jr.
Willis Tate

Alaska

Washington
Oregon
Idaho
REGION XI - 1980

- District of Columbia
- Charles County, Maryland
- Montgomery County, Maryland
- Prince George’s County, Maryland
- Alexandria City, Virginia
- Fairfax City, Virginia
- Falls Church, Virginia
- Arlington City, Virginia
- Loudon County, Virginia
- Prince Williams County, Virginia

Ramona McCarthy Anthony Williams
Chapter

• ARTICLE III, SEC 4
  -- CONDUCT PROGRAMS/ACTIVITIES
  -- BELONG TO REGIONAL COUNCIL
  -- SUBMIT WRITTEN REPORTS TO NATIONAL OFFICE AS PRESCRIBED BY BOARD

• ARTICLE V, SEC 4)
  -- MAINTAIN TEN REGULAR MEMBERS
BIG STRUCTURE

Membership

- Individual Membership Categories
  - Regular
  - Associate
  - Life

- Chapter Formation/Reporting Requirements
BIG STRUCTURE

DELEGATES ASSEMBLY

- Article VII, Section 2
  -- Held Annually
  -- Regular Dues Paying Chapter Members
  -- Confirm Board Actions
  -- Elect National Nominating Committee
  -- Elect National Election Committee
  -- Elect National Officers
  -- Vote On All Business Of Assembly
Office
- 3005 Georgia Avenue NW
Blacks In Government

Governing Documents
What is a governing document?

Why governing documents?

When do you need a governing document?
What are the governing documents?

- District of Columbia Regulatory Codes
- Articles of Incorporation
- National Constitution
- Policy Manual
- Regional Council Bylaws
- Chapter Bylaws

Why governing document?

- Provides regulatory guidance and compliance
Governing Documents

Articles of Incorporation

Establishes BIG as a not-for-profit, tax-exempt, not-for-profit corporation under the Internal Revenue Service Act and the laws of the District of Columbia
Governing Documents

National Constitution

Article I: Name
Article II: Goals and Objectives
Article III: Organizational Structure and Composition
Article IV: Membership
Article V: Chapter Formation and Reporting
Article VI: Duties of the Officers and National Standing Committees
Article VII: Meetings
Article VIII: Nominations and Elections
Governing Documents

National Constitution

Article IX: Dues and Assessments
Article X: Expulsion, Termination or Removal
Article XI: Rules of Procedures
Article XII: Incorporation
Article XIII: Limitations of Liability
Article XIV: Adoption of Constitution
Article XV: Amendments to Constitution
Article XVI: Ratification
Governing Documents

- Policy Manual
  - Establishes policy for the organization
  - Updated and maintained by the Board of Directors
Regional Council and Chapter Bylaws
- Cannot conflict with the National Constitution
- Chapter Bylaws
  - Approved by the chapter membership
- Region Bylaws
  - Approved by the Regional Council

Rules of procedure
- Roberts Rules of Order Newly Revised
Governing Documents

- District of Columbia Regulatory Codes
- Articles of Incorporation
- National Constitution
- Board of Directors Policy Manual
- Regional Council Bylaws
- Chapter Bylaws

These documents provide necessary information to the membership and “information is power”.
Roles and Responsibilities of Officers
Duties Of Officers

- An officer’s first priority is to **SERVE THE MEMBERSHIP!**

- Passion: Passion is the love of turning being into action. It fuels the engine of creation. It changes concepts to experience. Passion is the fire that drives us to express who we really are. Never deny passion, for that is to deny Who You Are and Who You Truly Want to Be!  
  
  *Conversations with God, Book I* (Neal Donald Walsh)
President

- In most organizations, serves as the Chief Executive Officer
- Presides over meetings
- Ex-officio member of all committees (except for Nominations or Elections)
- Presides over all votes
- Protects the assembly from frivolousness
President (con’t)

- Decides on questions of order
- Countersigns checks and other legal or other financial documents
- Appoints committee chairs and other officers where constitutionally mandated
- Provides positive motivation and morale for membership and officers
Executive Vice President

- In the absence of the President, or in the event of disability, the Executive Vice President assumes the function of the President
- **In BIG the Exec. Vice President serves as the Regional Liaison
- Other duties as assigned by the President
Other Vice Presidents

- In rank order, shall perform all the duties and functions of the President, in the absence or incapacitation of the President and Exec. Vice President

- At the BIG National level, each Vice President (1st/2nd/3rd) are assigned a focal point for Federal/State/Local Government

- Other duties as assigned
Secretary

- Recording Officer of the assembly
- Is custodian of records and minutes of meetings and proceedings
- Signs all certified copies of Acts of the society
- Maintains the organizational seal and affixes to all contracts and other instruments
- BIG NATIONAL: Countersigns with the President all requisitions for disbursement of funds
Corresponding Secretary

- Responsible for maintaining all organizational correspondence
- Informs members, via notice of each meeting or call meeting
- Performs the duties of the Secretary in his or her absence or incapacitation
Treasurer/CFO

- Serves as the CFO of the Society
- Produces and issues financial reports for the organization
- Collects dues
- Countersigns along with the President or Vice President all funds disbursements
Assistant Treasurer

- Maintains a record of all financial members
- BIG NATIONAL: Verifies chapter strength at the National Delegates Assembly
- BIG NATIONAL: Verifies the Tax ID status of all chapters within BIG
- Assumes the duties of the Treasurer if absent or incapacitated
Appointed Officers

- Appointed officers serve at the pleasure of the President and his/her administration and
- Subject to replacement or recall without constitutional due process of elected officers
Parliamentarian

- Serves as the principal advisor to the chair regarding conduct of the assembly.
- Gives parliamentary opinions on request.
- Other than secret ballot, should not vote on any matters before the assembly.
Historian/Librarian

- Maintains a narrative account of the organization’s activities.
- Maintains the organizations official historical records and documentation (custodian of historical data and artifacts).
- Collects all books and other written material for the organization and maintains an archive (curator or records).
Chaplain

- Leads invocations, prayers, benedictions for meetings and other events
- Counselor to members
Sergeant-At-Arms

- Assist in preserving the order of the chair
- In large assemblies, directs charge of ushers
- Handles physical arrangements of assembly
- In legislative or public bodies, administers fines, penalties, warrants and notices
- Removes disorderly members if requested by the assembly
Contact Information

Adrianne M. Callahan
National Programs and Planning Chair
Adrianne.Callahan@bignet.org
773-350-2560