

# BLACKS IN GOVERNMENT



## Officer Leadership Training 2023



# **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**



Leadership

# 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**







# BIG Officer Leadership Training

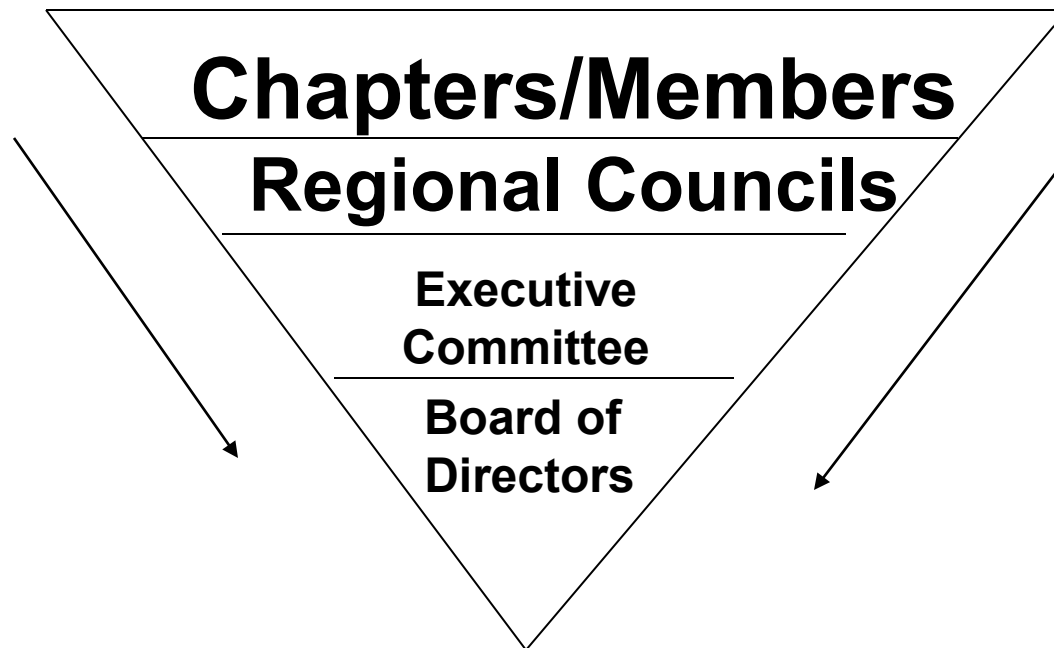


## **Blacks In Government Organizational Structure**



# BIG Organizational Structure

**BIG is a membership driven organization**





# 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**





# BIG STRUCTURE

## 2023 BOARD OF DIRECTORS

### Region I

Mr. Anthony Thomas  
Ms. Jacquelyn D. Allen, **Vice Chair**

### Region II

Ms. Gwendolyn Townsend  
Ms. Joanne Palmer

### Region III

Ms. Dale Scott  
Mr. Michael Upshaw

### Region IV

Ms. Peggy Wilson  
Mr. James C. Clausell Sr.

### Region V

Ms. Patricia Thompson  
Ms. Shirron Brown-Mills

### Region VI

Honorable Katherine Cage, **Chair**  
Mr. Frank Traylor

### Region VII

Ms. Robin Daniel-Beck  
Ms. Christine Wilder

### Region VIII

Ms. Nichelle Rogers  
Ms. Julie Hicks

### Region IX

Honorable Toni Pearson  
Mr. Derrick Felton

### Region X

Ms. Erin Small  
Ms. Marie Bell-Allen

### Region XI

Ms. Marion Allen  
Mr. Michael McCrimmon

### National President

Honorable Shirley Jones, Esq.

### Secretary

Dr. Wilda Parker-Collins

### Treasurer

Honorable B. Faye Stewart



# BIG - PRESIDENTS

- **Honorable Ramona McCarthy**
- **Lonis Ballard**
- **Mildred Goodman**
- **Thomas Jenkins**
- **James Rogers**
- **Honorable Rubye Fields**
- **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**





# **BIG – EXECUTIVE COMMITTEE**

**President**

**Honorable Shirley Jones, Esq.**

**Executive Vice President**

**Dr. Lynwood Townsend**

**1<sup>st</sup> Vice President**

**Ms. Deena Sheppard**

**2<sup>nd</sup> Vice President**

**Mr. Danny Wade**

**3<sup>rd</sup> Vice President**

**Ms. Mozella Thomas**

**National Secretary**

**Dr. Wilda Parker-Collins**

**Corresponding Secretary**

**Mr. Anthony W. Lee, J.D**

**National Treasurer**

**Honorable B. Faye Stewart**

**Assistant Treasurer**

**Duane Hill**







Leadership

# National Appointed Positions

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



Leadership

# National Standing Committees

## 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





Leadership

# National Standing Committees Chairs

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



Leadership

# 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





Leadership

# National Special Committees Chairs

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- 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**



Leadership

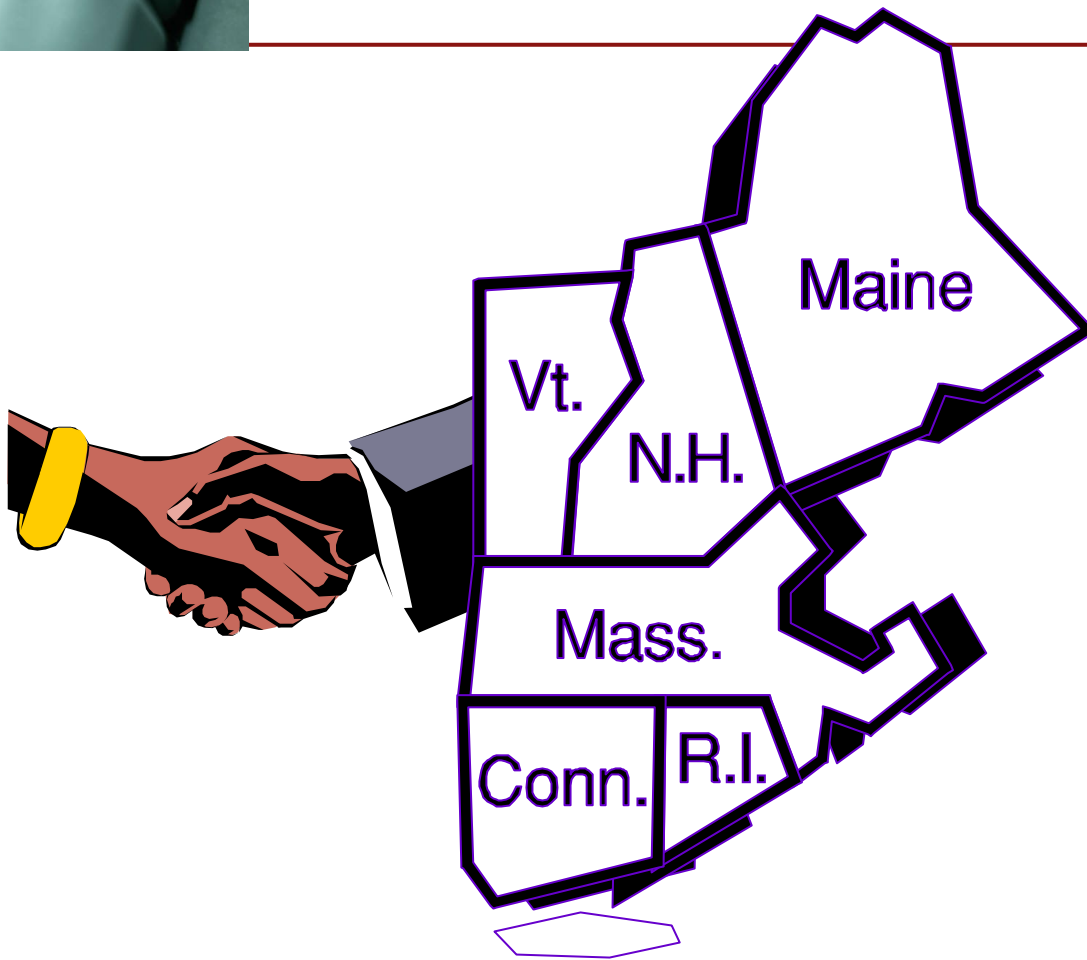
# BIG STRUCTURE

## ELEVEN REGIONS



Leadership

# REGION I - 1980



George Lima  
Frank Buntin







# REGION II - 1980

Ellis Cosey  
Robert Rogers



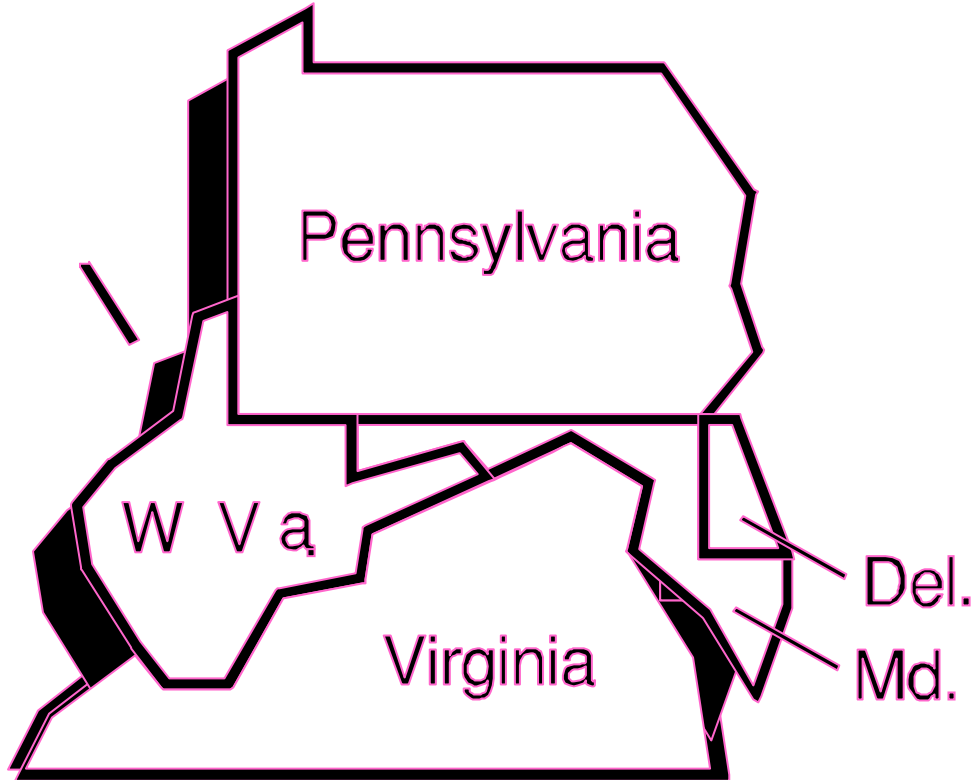
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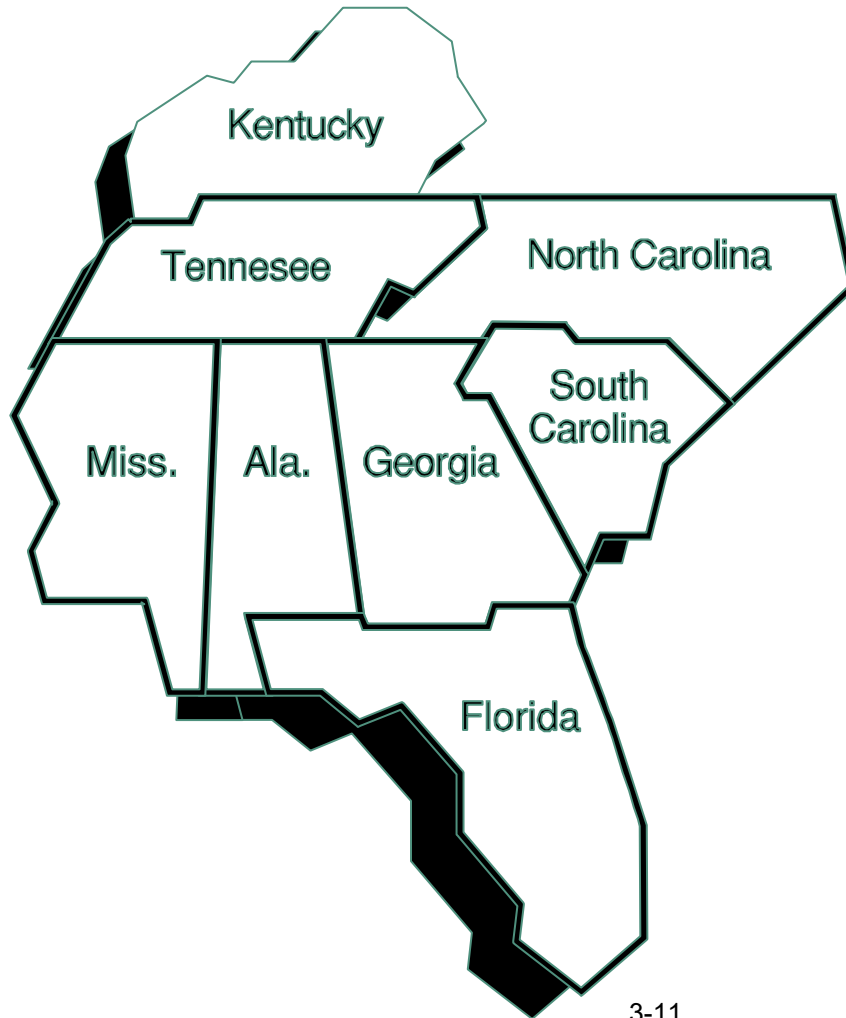
# REGION III - 1980

Betty Lunn  
Sandy Stewart



Leadership

# REGION IV - 1980



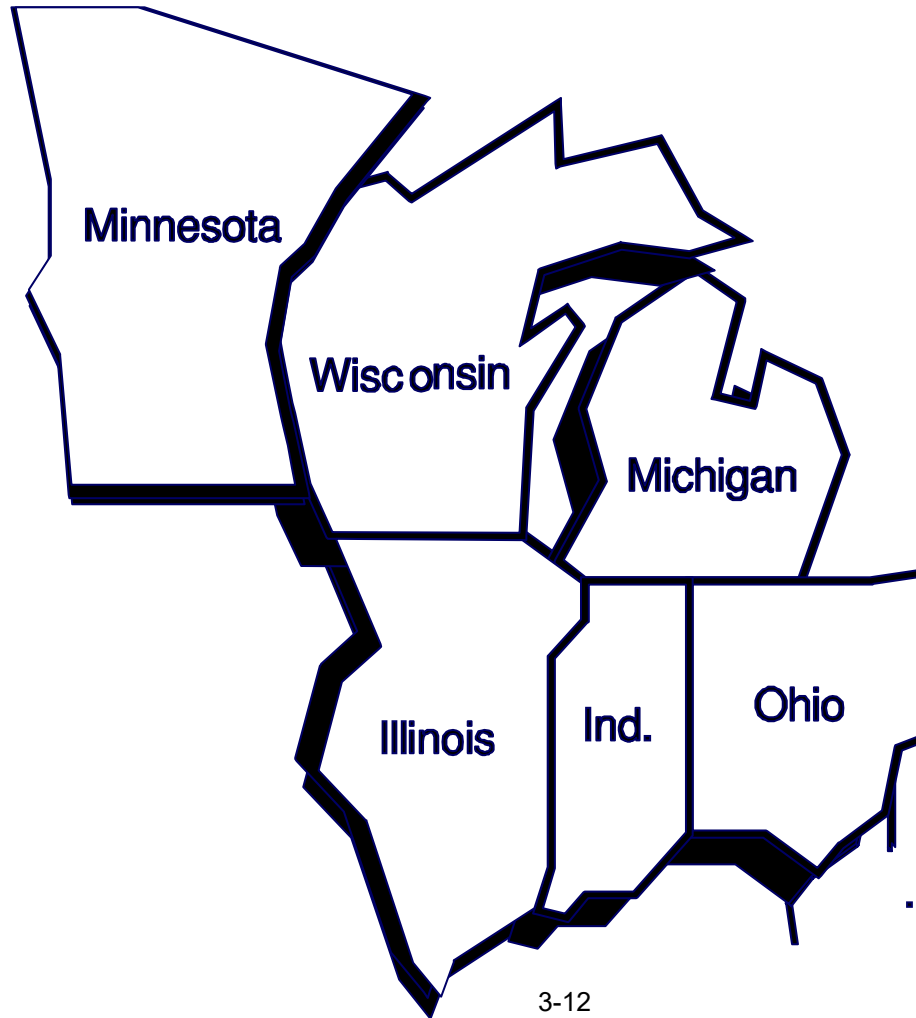
Robert Blackman  
Johnny Smith

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# REGION V - 1980

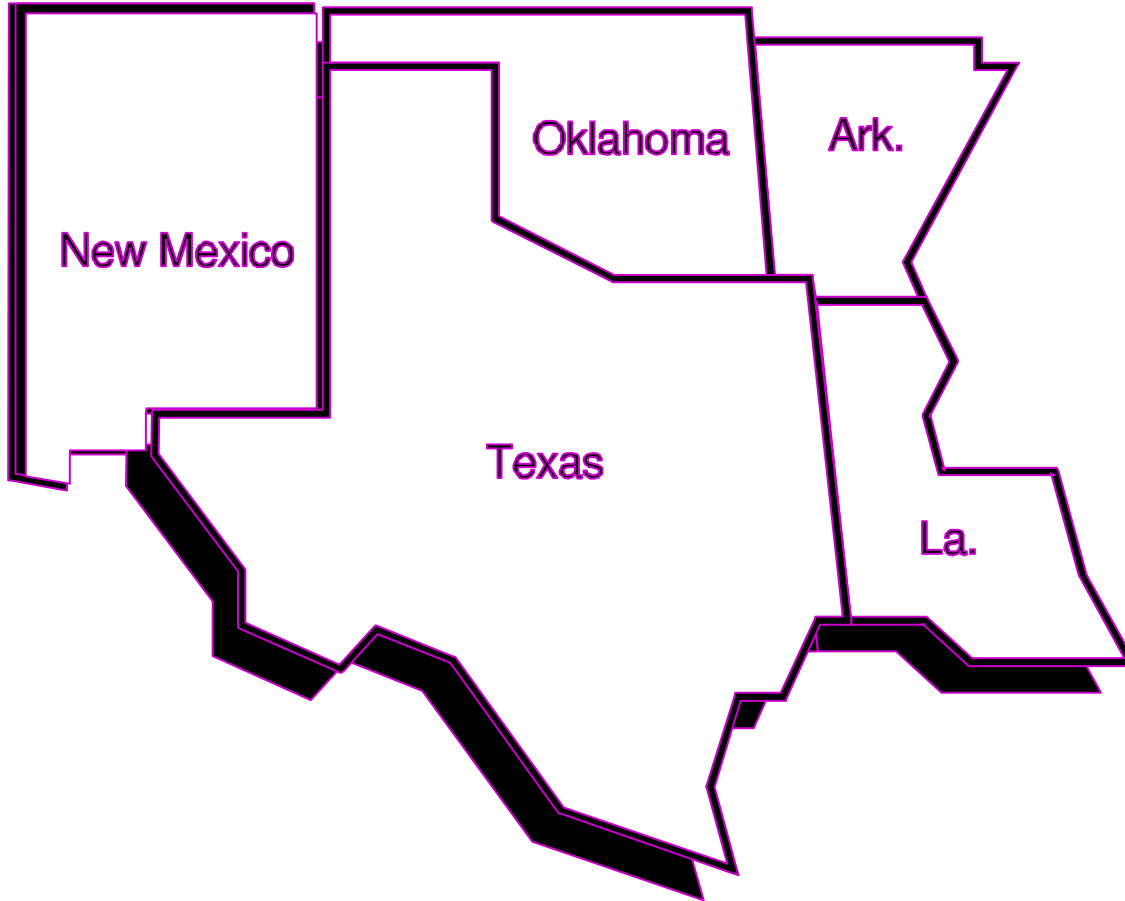


Warren Chapman  
Ellis Godwin\*  
Howard Ervin





# REGION VI - 1980

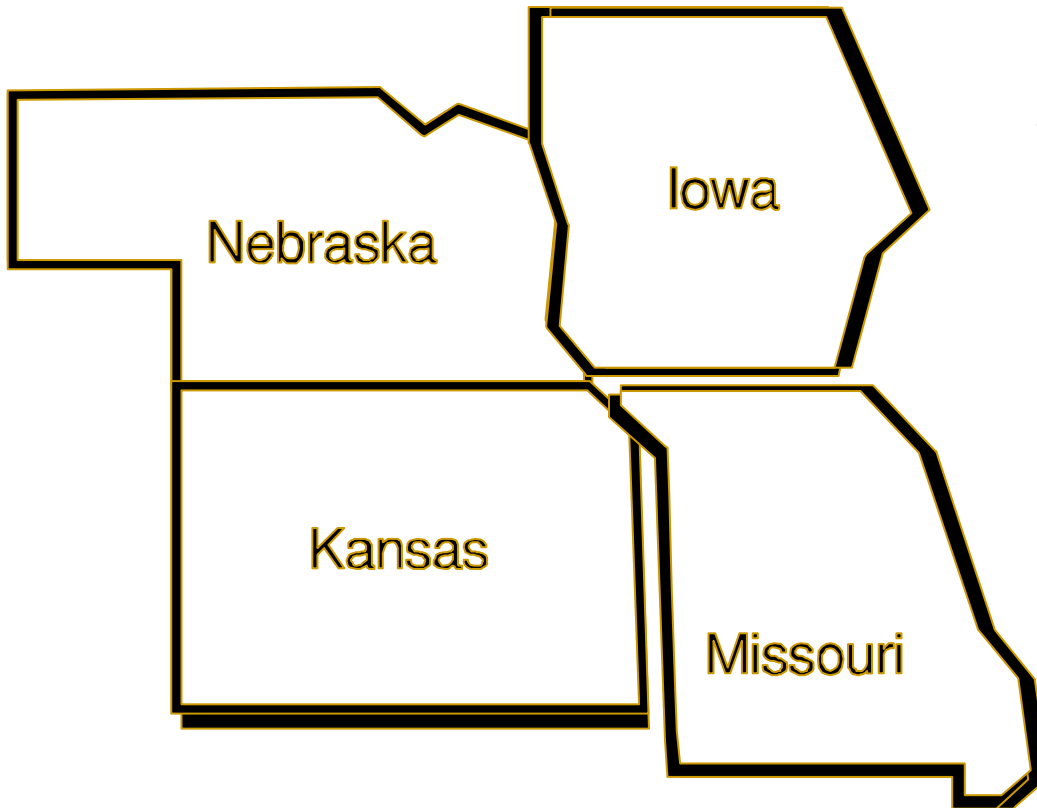


John Johnson  
Rance Clemmons





# REGION VII - 1980

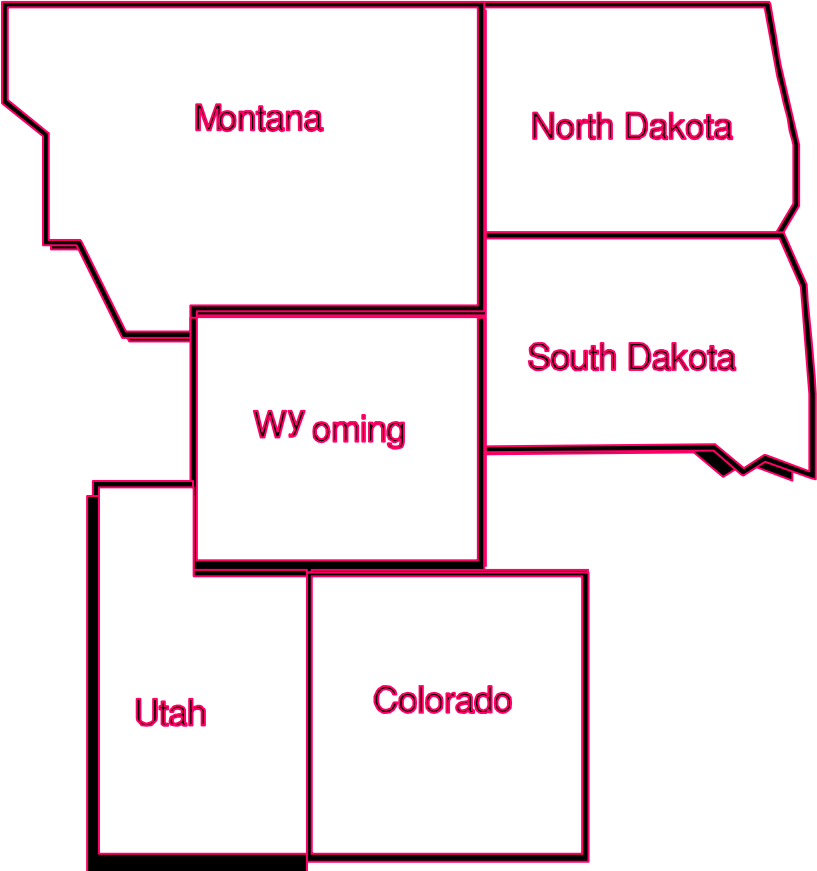


Julius Crouch  
William Massey





# REGION VIII - 1989



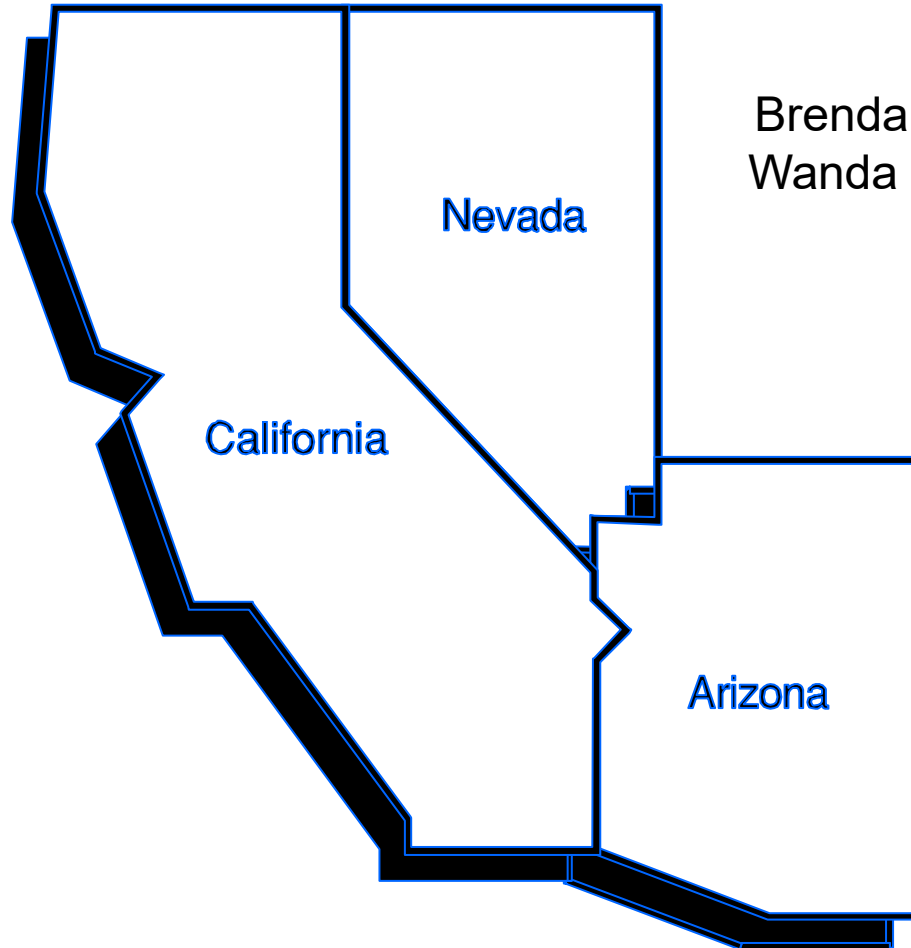
John Leddbetter





# REGION IX - 1980

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



Brenda Harper\*  
Wanda Jackson

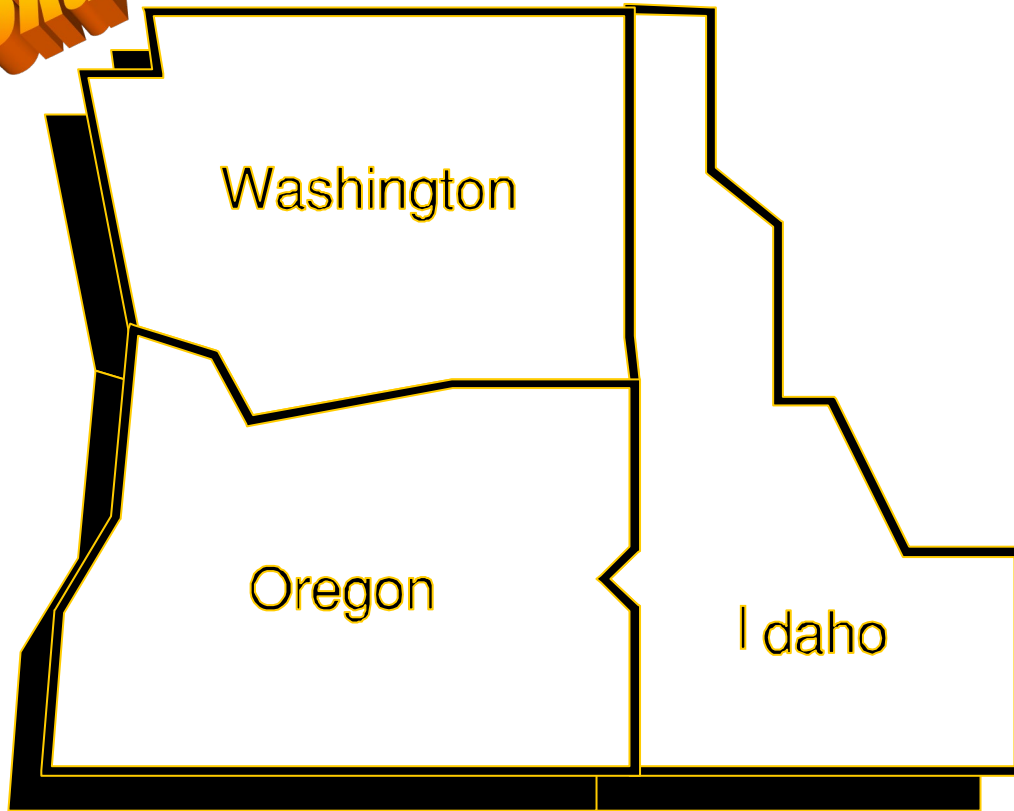




# REGION X - 1982



**Alaska**



Oscar Eason, Jr.  
Willis Tate





# 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



Leadership

# BIG STRUCTURE

## 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**



Leadership

# BIG STRUCTURE

## Membership

- **Individual Membership Categories**
  - **Regular**
  - **Associate**
  - **Life**
  
- **Chapter Formation/Reporting Requirements**



Leadership

# 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**





# **BIG STRUCTURE**

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- ▶ **Office**
  - **3005 Georgia Avenue NW**



# Blacks In Government



## Governing Documents



# Governing Documents

- **What is a governing document?**
- **Why governing documents?**
- **When do you need a governing document?**







# Governing Documents

- **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





# Governing Documents

- **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 document provide necessary information to the membership and “information is power”.





# BIG Officer Leadership Training



## 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 Walsch)*





Leadership

# 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





Leadership

## 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





Leadership

# 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





Leadership

# 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





Leadership

# 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





Leadership

# Corresponding Secretary

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- 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



Leadership

# 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





Leadership

# 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





Leadership

# 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





Leadership

# 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).



Leadership

# 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

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National Programs and Planning  
Chair

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