

LitNet Organizational Structure

Section I: Mission and Goals

Mission: LitNet works to promote the importance of the literary arts in American culture, build the capacity of the literary field, and broaden funding for the literary arts.

Goals:

- Promote literature as a field to readers, potential readers, funders, and potential funders of the literary arts.
- Facilitate communication among a diverse national membership of literary organizations on issues and topics that affect the field as a whole.
- Work to broaden support from private foundations, corporations, and individuals, and advocate for and protect government funding for literature at the federal, state, and local level, including the monitoring of National Endowment for the Arts programs and allocations.
- Gather and disseminate data on the field with the object of increasing funding of literature in the broadest sense and raising general awareness of the accomplishments of the field and its constituents.
- Increase literary organizations' internal capacity and help to develop the next generation of literary leaders.

Section II: Membership Committee

Nonprofit organizations and individuals that promote literature are eligible to join LitNet. These organizations and individuals may include publishers, residency programs, literary centers, educational organizations, and others. Membership dues are based on organizational budget size.

LitNet members have the opportunity to engage with other members, including but not limited to voting for officers and for the steering committee. Members will receive regular communication from Officers and Committee Chairs, such as reports on the status of the coalition and its programs and initiatives.

LitNet members pay annual dues to remain active and are strongly encouraged participate in LitNet activities, initiatives, and advocacy. Members are encouraged to attend the annual meeting, which takes place at the annual AWP conference; if needed, additional member meetings may be called by the Steering Committee Chair, and members will be alerted via email. Additional participation is encouraged in the following forms: to contribute a representative as an officer or a committee member; to respond to Calls for Action; to engage their respective communities in LitNet initiatives and advocacy.

Section III: Steering Committee

The Steering Committee is LitNet’s governing body—in its regular meetings, Steering Committee members discuss and vote on agenda items, organizational goals, priorities, and budget and thus set the coalition's direction. The committee shall have no fewer than eight members and no more than 20 members, including the Officers, the Membership Committee, and the heads of the committees.

Steering Committee members can serve up to two consecutive three-year terms. The committee will make a call to the membership for new Steering Committee members, and all active LitNet members will be eligible to vote on new committee members/renewals. Steering Committee votes will be taken in advance of the LitNet annual meeting, to be announced at the meeting itself

The Steering Committee contains officers, who assist the committee by taking on the following duties

- Chair: The Chair presides over all meetings of the Steering Committee, sets Steering Committee agendas, makes sure all orders and resolutions of the Steering Committee are carried into effect, and other duties as prescribed by the Steering Committee.
- Vice Chair: When the Chair is unable to attend meetings, the Vice Chair performs the duties and exercises the powers of the Chair.
- Secretary: The Secretary prepares true and complete minutes of all Steering Committee and full membership meetings, coordinates meeting dates and agendas with Steering Committee members.
- Treasurer: The Treasurer ensures accuracy of the financial records of LitNet and prepares regular reports for the Steering Committee and members.

The Steering Committee facilitates officer elections every year. All officer positions carry two-year terms, with the option of being re-elected up to three times and are elected by the Steering Committee. Committee chairs are appointed by the Chair, carry one-year terms, and can be reappointed indefinitely.

Officer votes will be taken in advance of the LitNet annual meeting, to be announced at the meeting itself. Steering Committee members will be eligible to vote on officers.

Make-up of the Steering Committee

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| | |
| Officers | 4 |
| Regional reps | 5-6 |
| Committee chairs | 5 |
| Others | 4-5 |
| | Total = 18-20 |

Section IV: Committees

The LitNet Membership Committee ensures the coalition incorporates the geographic diversity of its members in its decision-making process and fosters connections among members from regions through the country. The Membership Committee consists of 5 Regional Reps from different parts of the country who both represent their region and also help recruit and connect members within their region. The committee is led by a chair, and all members will serve on the Steering Committee.

LitNet has the following standing committees. Committee chairs serve on, and report to, the Steering Committee. Standing Committees include:

- **Advocacy:** Focuses on legislation at the federal, state, and local levels and recommends action for LitNet and/or its members.
- **Communications:** Manages and ensures consistent information sharing among members.
- **Governance:** Ensures that LitNet functions in a transparent, effective structure.
- **Philanthropy:** Develops strategies and relationships that help broaden support for LitNet and its members.
- **Research and Information:** Collects and/or encourages the collection of data of use to LitNet's mission and goals.
- **Membership:** Makes recommendations about LitNet's composition, types of membership, dues structure, member outreach, and executes the annual renewal campaign.

LitNet members may serve in one leadership role at a time—as Officers, Membership Committee members, or subcommittee chairs.

Ad hoc committees may be added depending on the needs of the coalition and its available resources.

Section V: Director

The Director is responsible for the successful leadership and management of LitNet under the direction of the LitNet Steering Committee. The Steering Committee will hire and evaluate the Director. This includes overall strategic and operational responsibility. The Director's primary duties and responsibilities include:

Leadership

- Works with the LitNet Steering Committee to ensure the visionary and strategic planning required to lead and expand LitNet.
- Identifies, assesses and informs the LitNet Steering Committee of internal and external issues that affect LitNet.
- Provides leadership in developing program, organizational, and financial plans with the LitNet Steering Committee and ensures that plans and policies authorized by the Steering Committee are executed.

- Serves as the principal leader, representative, and spokesperson for LitNet.

Operational Planning and Management

- Provides support to the LitNet Steering Committee by preparing meeting agendas and materials in conjunction with the chair, and conducting official correspondence on behalf of the Steering Committee, committees/subcommittees, and membership as appropriate.
- Develops approaches to building the LitNet community, including membership and the formation of strategic partnerships and allies.

Program & Financial Planning and Management

- Oversees the planning, implementation and evaluation of LitNet's programs and services.
- Determines efficacies of organizational management and program/service delivery.
- Works with the LitNet Steering Committee to assure a comprehensive budget and secure adequate funding for the operation of program services.
- Identifies and evaluates risks to the organization and its membership, and implements measures to address them.

Section VI: Decision Making

Quorum is needed for voting.