



FSLB Inc Committees 2022-2023

Duties and Responsibilities

July 24, 2022

Draft Completed by the Executive Committee

Membership Committee

The Membership Committee shall be responsible to:

- maintain a list of names and contact information of all members of the organization
- recruit and register new members (Full, Associate, and Honorable) of the organization.
- undertake membership drive to register new members and update the contact information of all members.
- give quarterly update copy of the membership list to the Secretary and Treasurer for general record keeping.
- coordinate with the Communications and Public Relations Committee to disseminate news and information, with the purpose of keeping the members active and invested in the organization.
- keep the Executive Committee abreast of its activities, decisions, and dissemination of information.

Communication and Public Relations Committee

The Communication and Public Relations Committee (CPRC) shall be responsible to:

- maintain and disseminate information about the organization to the public.
- maintain the FSLB Inc. website.
- maintain the FSLB Inc. YouTube channel.
- create and maintain FSLB Inc. Facebook page.
- publish an electronic newsletter, whenever necessary.
- collaboration with the Secretary to obtain the necessary information and support to fulfill its objectives.
- maintain and publish, for the Treasure, all approve forms of payment app of FSLB Inc. website; Zelle, CashApp, Paypal, and Direct-deposit.
- solicit stories and experiences of former and current Liberian basketball players to be compiled, edited, and published on the FSLB Inc website.
- organize zoom programs for public awareness of the organization

- organize audio and video recordings one-on-one interviews with designated guest be stored on the FSLB Inc. YouTube channel.
- keep the Executive Committee abreast of its activities, decisions, and dissemination of information.

Projects & Ways and Means Committee

The Ways and Means, also referred to as the "Project" Committee, shall:

- identify short and long-term projects in Liberia to be implemented by FSLB Inc.
- develop the strategic plan and cost analysis for projects.
- develop implementation plans for projects.
- present all plans and analysis for each project to the Executive Committee (EC) for deliberations.
- be available to answer any questions from the EC and the Board about the projects.
- oversee the implementation of the approved projects.
- monitor and evaluate projects after implementation.

After deliberations, the EC will present the plan, along with the implementation strategy, and fundraising proposal to the FSLB Board for approval.

Legal, Ethics, and Constitution Committee (LECC)

The Legal, Ethics, and Constitution Committee shall:

- be well verse with the organization's Constitution and Bylaws.
- review issues relating to the Constitution and whenever called upon shall advise the EC, the Board, and general members on the constitutionality of issues that shall arise while conducting the affairs of the organization.
- be responsible for drafting Memorandum of Understanding (MOU) with other organizations.
- review all current Memorandum of Understanding (MOU) with other organizations and make recommendations to the EC.
- advise the Executive Committee and the Board on all matters of ethics, law, and their implications.
- be responsible for writing and/or reviewing the bylaws and code of ethics that are referenced in the Constitution.
- oversee the review of the Constitution and, if necessary, make recommendations for amendments.
- consult the EC and Board on adherence to the US Federal and State laws, about the organization 501(c)(3) status.
- present recommendations of the LECC to the Executive Committee for deliberations.

After reviewing the recommendations, the Executive Committee will present them to the Board and the general membership, to be considered during the National Convention.

Finance Committee

The Finance Committee's primary responsibilities are:

- to assist the Treasurer with whatever task the Treasurer assigns, as listed in the Constitution.
- to create financial policies to be followed when handling the finances of the organization.
- provide oversight on the financial condition of the organization

Election Committee

The Elections Committee shall be an AD Hoc Committee for the sole purpose of organizing and conducting free and fair periodic elections. The Duties and responsibilities of the Elections Committee are stated in the Constitution. A six-membered committee shall be appointed no later than 90 days before every general election or special election.

Convention Committee

The Convention Committee (CC) shall be an Ad Hoc Committee and it shall be responsible to:

- plan and organize the FSLB Inc. Convention for the sole purpose of a gathering of the general membership, elections, fundraising, fellowshipping, entertainment, etc.
- study and advise the Executive Committee on the possibility of having or restarting the FSLB National convention in 2023 and thereafter. This will include but not be limited to a date, a city, and a state for the Convention to be held.
- prepare and present a preliminary budget for the Convention activities to the EC for deliberations.

After deliberations on the recommendations from the Convention Committee, the Executive Committee will present them to the Board for approval.

Awards Committee

The Awards Committee shall

- solicit and recommend nominations for awards to be presented by the organization.
- consider nominees' support for FSLB's mission and programs, including their volunteer service and contributions to the Liberian Community.
- submit the list of award nominees to the Executive Committee for consideration.

After deliberations on the recommendations from the Awards Committee, the Executive Committee will present them to the Board for approval.

Fundraising Committee

The Fundraising Committee shall be responsible to:

- develop and implement special programs with the aim of raising funds to increase donations.
- present plans for fundraising to the EC for deliberations.
- coordinate with other committees, such as, Membership, Communications and Public Relations, and Finance – as necessary.
- assist with locating and identifying 501(c)(3) organizations to solicit funding.

After deliberations on the recommendations from the Fundraising Committee, the Executive Committee will present them to the Board for approval.

Chatroom Monitoring Committee

Chatroom Monitoring Committee (CMC) shall:

- monitor the FSLB Inc Chatroom to ensure that every member has the freedom to use the chatroom without fear or intimidation.
- explain the chatroom rules to the members
- ensure compliance with all the rules, consistent with the FSLB Inc. Constitution.
- ensure the chatroom is not used for propagating division within FSLB Inc.
- identify a chatroom manager to whom all complaints will be submitted for redress.
- review complaints and decide whether the alleged violation is indeed within the rules and purpose of the organization's chatroom
- recommend corrective measure(s) for each complaint to the Executive Committee for final approval; after which, the decision will be communicated to the offender.