

HARDI Council Structure Guide

Council Roster Structure:

- All HARDI committees will now all be referred to as "Councils".
- Minimum of six (6) Council members on total roster.
 - Required establishment of a steering committee if roster exceeds twelve (12) active members. Steering committee must keep a maximum of twelve (12) council members, minimum of (6) members. Specific steering committee size within these parameters is determined by Council leadership.
 - Upon establishment of a steering committee, the council roster to be split into a "steering committee" and a "corresponding committee".
 - Steering committee, which must include Council leadership, works closely with the HARDI staff liaison to facilitate council business, while the corresponding group attends calls/meetings and provides input on subject matter.
 - The purpose of a steering committee is to keep business of large or growing Councils organized:
 - Steering committee members are expected to speak on calls or at meetings.
 - Corresponding committee members are not expected to speak on calls, but are expected to give expertise and input when requested by Council or HARDI leadership.
- See "Council Member Applicant Process" section below for information on joining a HARDI Council.

Council Leadership Structure:

- One (1) Chair, one (1) Vice Chair required and allowed for each council.
 - Term Limits for Chairs (to go into effect with 2019 term):
 - Three (3) year minimum as a council member prior to leadership eligibility
 - Three (3) year Vice Chair
 - Three (3) year Chair
 - Should council leadership positions be vacated before the end of the current term, an eligible replacement must be selected to finish out the current term.
 - New Sub-councils may be created based on subject matter need, to be proposed to the HARDI executive leadership for approval.
 - See "Council Leadership Election Process" section below for information on HARDI Council leadership selection process.
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HARDI Council Structure Guide (continued)

Council Leadership Expectations:

- Council must provide minimum of two (2) council-related blogs/articles per year.
- Help develop/approve meeting agenda with staff liaison.
- Be available for quotes as SME on council topics (or facilitation from council members).
- Lead council calls (minimum one (1) call per quarter).
- Identify/suggest new members for council.
- Attend FOCUS Conference, Annual Conference.
- Help to promote relevant HARDI events and programs.
- Delegate responsibilities to roster members.
- Submit an end-of-year report to summarize the work conducted during the council term.
- Empowered to delegate specific roles to roster members as needed.

Corollary – Leadership Expectations FOCUS:

- HARDI is implementing a new Focus Conference structure that consolidates Focus events into one (1) content-driven event to be held in June.
- The new Focus Conference layout would require certain councils to facilitate and provide the content for designated track sessions pertaining to their respective subject area.
 - Example: Marketing Council will be required to facilitate track session(s) setup if the event will have a Marketing track.
 - The session type is intentionally left open-ended (guest speakers, roundtables, etc.) to give the council control over the content they want to have.
- Councils will be consulted for proposed tracks in Q1 annually by their staff liaison in coordination with HARDI Marketing team.

Council Member Expectations:

- Attend and prepare/participate on council calls (75% minimum attendance for individual roster members).
 - Contribute to council projects and deliverables.
 - Assist in recruitment of new members.
 - Actively assist in session setup for Focus Conference session(s) if required during current calendar year.
 - Provide subject matter expertise as needed for the business of the council.
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HARDI Council Structure Guide (continued)

Staff Liaison Expectations:

- Ensure that the mission and direction of their respective council is in line with HARDI's mission.
 - Ensure distributor interests are represented on each council.
- Ensure council meetings are compliant with anti-trust guidelines.
- Work with Chair to develop and share the agenda.
- Facilitate deliverables from council to internal stakeholders.
 - Blog posts, quotes, articles, etc.
- Schedule meeting calls.
- Send overview of council member expectations to any member requesting to join.
- Work with council to coordinate representation at Annual Conference.
 - Speaker presentation, council meeting, panel discussion, etc.
 - Relay to event planner session needs and time commitment at Annual Conference.
- Record and share minutes for each council meeting (including attendance).
- Curate council administrative materials (notes, surveys, rosters, etc.).
- Encourage utilization of community groups within revamped HARDI member portal.
 - Updated member portal currently in development.
 - HARDI internal operations will have oversight of community groups.
- Keep updated roster/waiting lists, create descriptions for roster positions as needed.

Council Member Applicant Process:

- Two ways new members can apply to join a council.
 - Formal open "Call for Members" annually in the two (2) weeks during and following Annual Conference and Focus Conference, and as required due to multiple vacancies. Any HARDI member can submit an application during these windows.
 - Individuals can also submit nominations of others, at any time to the HARDI staff liaison listed on the Council web page.
 - Notification of submission is sent to respective staff liaison.
 - Approval/Selection process facilitated by council leadership.
 - Submission of applications for HARDI members to join council via the council section of HARDI's website, outlining qualifications and ensuring support from the applicant's senior leadership.
 - Council Chair gives final approval for applicants, facilitated by staff liaison.
 - Applicants receive an overview of council member expectations from staff liaison.
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HARDI Council Structure Guide (continued)

Council Leadership Election Process

- Serve on the council for a minimum of one (1) year before being nominated for an open leadership position.
- Leadership is elected by a roster vote during or after the conclusion of Annual Conference before the beginning of a new term, or as needed for a replacement when vacancies arise.
 - Council members (including outgoing leadership) nominate future leadership, based on qualifying credentials and subject matter expertise, during the final call/meeting of the year if current term is ending that year.
- Vote on accepted nominations digitally following the final call/meeting of the year.
 - Digital vote will be administered by the HARDI staff liaison, who will then notify the council.
 - Event of a tie:
 - Sitting Chair, Vice Chair and staff liaison will meet to discuss the qualifications of the nominees until a decision is made, at which time the staff liaison will notify the council.
- If there are no accepted nominations, the sitting Chair and Vice Chair have the option to discuss remaining in their current positions for another term (not to exceed two terms, 6 years consecutively).
- Existing pre-2019 Council leadership may run for their current position for the 2019 term.
 - Sitting Chair, Vice Chair and staff liaison will meet to discuss the qualifications of the nominees until a decision is made, at which time the staff liaison will notify the council.
- If there are no accepted nominations, the sitting Chair and Vice Chair have the option to discuss remaining in their current positions for another term (not to exceed two terms, 6 years consecutively).
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Operations Expectations:

- Minimum of one (1) meeting/call per quarter.
- Formal agenda developed for each meeting.
- Leadership represented at every call/meeting (Chair or Vice Chair).

For any questions, please contact us at hardimail@hardinet.org or 614.345.4328.
