

Midlands ILG Guidelines

1. **Mission Statement:**

The Mission of the Midlands Industrial Liaison Group is:

-To establish a forum for communication among industry, higher education, civil rights constituencies and the Department of Labor's Office of Federal Contract Compliance Programs (OFCCP).

-To develop creative, innovative and effective approaches for removing barriers to equal opportunity employment.

2. **Policies:**

The Midlands ILG will:

-Participate in the exchange of ideas, the clarification of issues, and the dissemination of technical compliance information.

-Promote a greater understanding of compliance issues.

-Function independently of the OFCCP, which serves not as a member of this group but offers informal technical assistance.

-Train, educate and inform members to be effective catalysts for promoting nondiscrimination, diversity and affirmative action.

-Advance the EEO / AA profession.

-Introduce, but not endorse, recommend or promote professional consultants, trainers, or their programs, or any group or organization promoting the issues addressed by this group.

-Treat all of the above-mentioned activities and procedures in a confidential and professional manner, protecting anonymity when requested.

3. **Officers:**

A. Officers. The elected officers of the Midlands ILG shall be a Chairperson, Vice Chairperson, Secretary and Treasurer. The duties and responsibilities of these officers shall be those usually associated with such offices.

B. Terms of Office. The elected officers shall be elected by majority vote of the ILG membership, for a term of two years. The elected officers may not hold the same office consecutively for more than two terms.

C. Duties. The duties of the officers shall be as follows:

1. Chairperson – shall preside at all business meetings of the ILG. The chairperson shall have the general power to execute all contracts and written instruments on behalf of the ILG and to perform all other duties commonly incident to the office of Chairperson. The Chairperson shall have the authority to co-sign checks.
2. Vice Chairperson – shall in the absence or disability of the Chairperson perform the duties and execute the powers of the Chairperson. When so acting, the Vice-Chairperson shall have all the powers of and be subject to all the restrictions imposed upon the Chairperson.
3. Secretary - shall perform all duties as are commonly incident to that office, including, but not limited to, recording and maintaining a record of the minutes of all membership meetings and general correspondence of the ILG.
4. Treasurer – shall have charge of all funds of the ILG, and shall perform such duties as are commonly incident to that office. The Treasurer shall render a statement to the membership at the end of each quarterly period and annually and whenever called upon by the general membership.

D. Compensation. The officers shall receive no compensation for their services as officers, but may receive reimbursement for expenditures incurred on behalf of the ILG.

4. Meetings

Meetings will be held quarterly, consisting of a technical session and a chance to discuss issues and to network in a confidential setting. Meetings generally will be scheduled for 2 to 3 hours. We will meet in February, May, September and November. Generally on the first Tuesday of the month, the time for meetings will be between 8:30 a.m. to 11:30 a.m. unless the nature of the program requires a different amount of time. Additional ideas about meetings will be the responsibility of the Program Committee.