## Team: Organizational Structure Task Group\*

Team members will be responsible for creating the organizational structure and administration in order to ensure the long-term success for the affiliate. Affiliates are typically either formed as part of a government entity or form as a non-profit. KAB provides templates for all documents. Team will be responsible for:

Governance Documents

* Draft documents and submit to Team and/or government for approval e.g.
* Articles of Incorporation and Bylaws (if applicable nonprofit corporation)
* Resolution/Executive Order/Ordinance (if applicable government entity)

Identity

* Mission Statement
* Logo Design

Administration

* Determine board member responsibilities
* Member recruitment
* Executive Director job description
* Design one year operational budget