GLOBAL INSTITUTE FOR DIGITAL EDUCATION (GIDE)

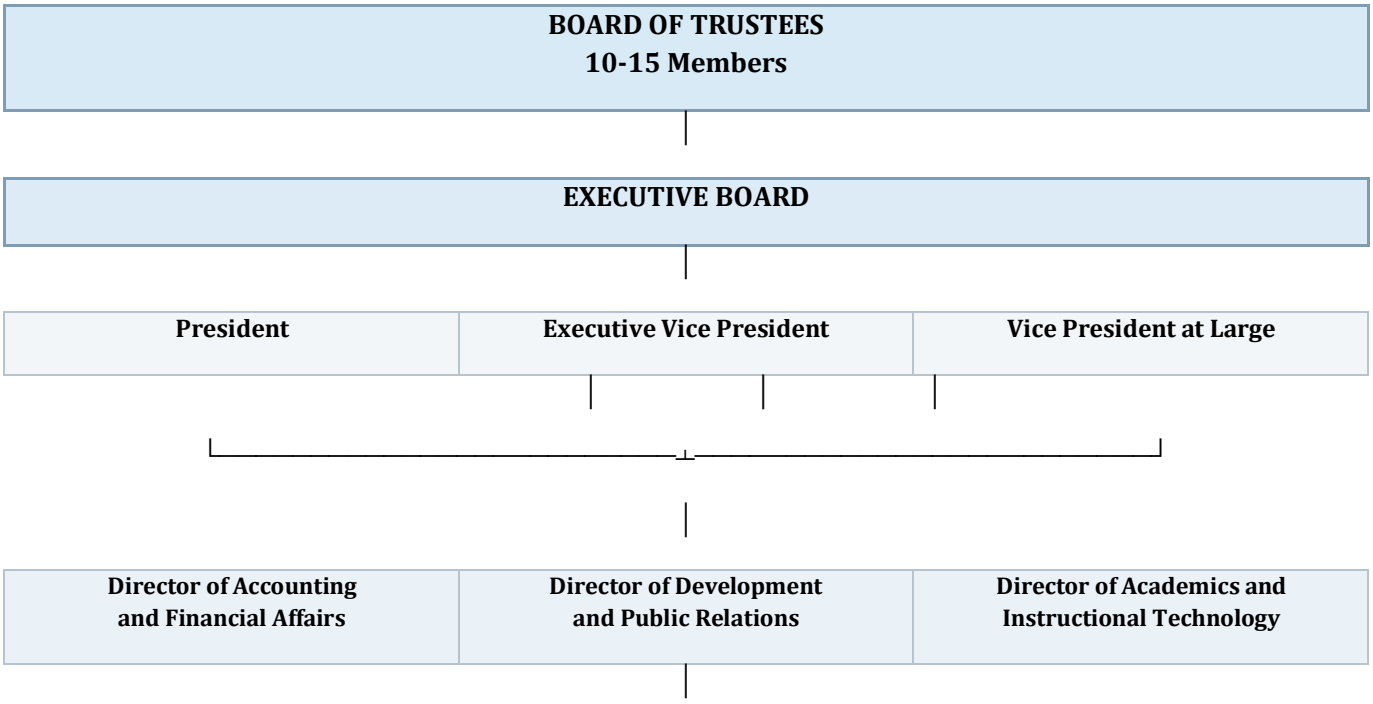
Organizational Structure & Governance

Website Governance Profile | About Us

Purpose. This document presents GIDE's current organizational structure, summarizes the responsibilities of its leadership and support positions, and provides selected governance provisions suitable for public posting. It is intended as a concise website reference and does not replace GIDE's complete governing bylaws.

1. Organizational Structure

GIDE is organized to maintain clear governance, accountable executive leadership, sound financial administration, strong academic and instructional technology oversight, and effective development and public engagement.



Reporting principle. The Board of Trustees provides governance and fiduciary oversight. The Executive Board provides strategic and executive leadership. The three directors manage core functional areas, while support staff provide administrative, technology, marketing, and employment-development services. Specific reporting assignments may be adjusted by the President as GIDE grows.

2. Board of Trustees

Composition: 10-15 members selected to provide experience, professional standing, regional representation, and commitment to GIDE's mission.

- Safeguards GIDE's mission, nonprofit purpose, and long-term institutional direction.
- Provides fiduciary and governance oversight and approves major institutional policies.
- Reviews organizational performance, financial stewardship, and strategic priorities.
- Supports institutional credibility, partnerships, resource development, and global representation.
- Appoints or confirms leadership as provided in the full bylaws.

3. Executive Board

The Executive Board consists of the President, Executive Vice President, and Vice President at Large. It serves as GIDE's senior executive leadership body and acts within the authority delegated by the Board of Trustees and the governing bylaws.

President

Provides overall executive and strategic leadership; represents GIDE publicly; guides institutional planning; coordinates the work of the Executive Board, directors, and committees; and serves as the principal liaison with the Board of Trustees.

Executive Vice President

Supports the President in institutional leadership and implementation of strategic priorities; coordinates cross-functional initiatives; and assumes delegated presidential responsibilities when requested or when provided by the bylaws.

Vice President at Large

Supports strategic initiatives that extend across programs or regions; assists with partnerships, special projects, and institutional development; and undertakes responsibilities assigned by the President or Executive Board.

4. Directors

Director of Accounting and Financial Affairs

Oversees accounting, financial records, revenue tracking, budgeting support, financial reporting, audit coordination, tax matters, and financial compliance. Maintains appropriate internal controls and provides timely financial information to the President, Executive Board, and Board of Trustees.

Director of Development and Public Relations

Leads development, fundraising support, institutional partnerships, public relations, communications, membership outreach, sponsorship development, and promotion of GIDE's mission, programs, and activities.

Director of Academics and Instructional Technology

Provides leadership for academic programming, curriculum, instructional design, online teaching and learning, instructional technology, faculty support, quality assurance, and the appropriate integration of digital technologies and AI into GIDE programs.

5. Support Staff

Administrative Assistant

Provides administrative and clerical support, scheduling, correspondence, records management, registration assistance, meeting support, and coordination of routine office functions.

Digital Technology & AI Specialist

Supports GIDE's digital infrastructure, learning technologies, LMS functions, AI tools, website-related technical needs, user support, and technology implementation.

Digital Marketing Promoter

Supports digital marketing, social media, program promotion, online campaigns, enrollment outreach, newsletters, and communications designed to increase GIDE's visibility and engagement.

Job Developer

Builds relationships with employers and workforce partners; identifies employment, internship, and career-development opportunities; supports job connections for participants; and helps link GIDE's training programs to workforce needs.

6. Standing Committees

GIDE may carry out much of its specialized academic, professional, and institutional work through standing committees. Committee chairs and members may include trustees, executive leaders, directors, faculty, members, and qualified external professionals, as permitted by the bylaws.

Academic and Instructional Affairs Committee

Programs, curriculum, instructional design, faculty development, learning assessment, and quality assurance.

Digital Education and Online Learning Committee

Online learning strategy, instructional technology, LMS development, AI integration, digital innovation, and technology-supported teaching.

Research and Development Committee

Research initiatives, publications, program evaluation, innovation, scholarly collaboration, and knowledge development.

Career Development and Employment Connections Committee

Career readiness, career counseling initiatives, employer engagement, internships, workforce partnerships, and employment connections.

Development and Public Relations Committee

Fundraising support, partnerships, membership, sponsorships, communications, public relations, and outreach.

Finance and Audit Committee

Board-level review of budgets, financial reports, internal controls, audits, tax compliance, and financial policies. Staff responsible for financial administration supports the committee but should not substitute for independent oversight.

Governance and Nominations Committee

Board development, nominations, governance review, leadership succession, and periodic review of governance policies and bylaws.

7. Selected Governance and Bylaw Provisions

Public summary. The following provisions summarize selected governance principles for website publication. The complete adopted bylaws remain the controlling governing document.

Provision	Selected Public Summary
Nonprofit Purpose	GIDE shall operate exclusively for educational and charitable purposes consistent with its nonprofit mission and applicable law.
Governance	The Board of Trustees is the governing body of GIDE and exercises the powers and responsibilities reserved to it under the bylaws and applicable law.
Board Size	The Board of Trustees shall consist of not fewer than 10 and not more than 15 members, subject to the procedures established in the full bylaws.
Executive Leadership	The Executive Board shall consist of the President, Executive Vice President, and Vice President at Large. Additional staff or directors may participate in meetings when invited but do not become Executive Board members solely by virtue of their staff positions.
Committees	The Board or Executive Board, as authorized by the bylaws, may establish standing committees and special task forces to support GIDE's programs, governance, research, financial oversight, development, digital education, and workforce mission.
Financial Accountability	GIDE shall maintain accurate financial records, appropriate internal controls, timely tax and regulatory filings, and independent financial review or audit when required or determined appropriate by the Board.
Conflict of Interest	Trustees, officers, committee members, and key staff shall disclose actual or potential conflicts of interest and shall not participate in decisions where an undisclosed personal or financial interest could compromise independent judgment.
Nondiscrimination	GIDE shall pursue its educational mission without unlawful discrimination and shall seek broad access and participation consistent with applicable law and institutional policy.
No Private Inurement	No part of GIDE's net earnings shall improperly benefit a private individual. Reasonable compensation for legitimate services may be authorized in accordance with applicable law and Board-approved policies.
Amendments	GIDE's governing documents may be amended in accordance with the procedures and voting requirements established in the full bylaws.

8. Organizational Growth

This structure is intentionally designed to be practical for GIDE's current stage of development. As enrollment, programs, funding, partnerships, and staffing expand, the Board of Trustees may authorize additional officers, directors, departments, or staff positions consistent with GIDE's bylaws and strategic needs.

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