



# NAACP

**Derrick Johnson**  
*President and  
Chief Executive Officer*

**Leon W. Russell**  
*Chairman  
National Board of Directors*

August 21, 2020

Philadelphia NAACP  
Executive Committee  
Philadelphia, PA

Re: Appointment of Administratorship for the Philadelphia NAACP Branch

Greetings,

On August 20, 2020, the Executive Committee of the Philadelphia NAACP requested that the National office take over as Administrator to the branch. Given that authority, we are taking immediate action and placing the Philadelphia NAACP Branch under administration, pending action by the National Board of Directors.

An Administrator will be named within 15 days and you will be notified at that time. Per the policy of the National Association for the Advancement of Colored People (NAACP), the duties of the Administrator include but are not limited to:

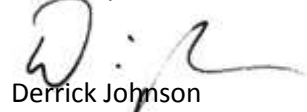
1. Assumes overall responsibility for the operation of the Branch, its committees and staff.
2. Responsible for ensuring that the Executive Committee meets and carries out its responsibilities, subject to the final approval of the Administrator.
3. Ensures that all standing and Special Committees carry out their duties and responsibilities by meeting and acting on matters presented to them, and by reporting to the Executive Committee/General Membership at least monthly.
4. Ensures that the news media and the public are informed of the activities and programs of the Branch.
5. Responsible for ensuring that the programs of the Branch are carried out in accordance with NAACP policy and procedure.
6. Responsible for ensuring that the financial affairs of the Branch are handled in accordance with established procedures.
7. Has the final word on any and all expenditures from the Branch Treasury as approved by the Executive Committee.
8. Has final authority on any and all local policy matters voted by the General Membership of the Branch.

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9. Supervises the Branch's Membership Campaign.
10. Supervises the Branch's fundraising efforts.
11. Reports to the National Office/National Board of Directors on a periodic basis with regard to the progress the Branch is making.
12. Has authority to delegate duties and tasks as appropriate.
13. Assumes such other duties, responsibilities, and authority as may be assigned by the National Board of Directors.

If you have any concerns and/or questions, please contact Carmen Watkins, Interim Vice President-Field Operations, at (443) 540-1495.

Sincerely,



Derrick Johnson  
President and CEO

cc: Rodney Mohammad, Branch President  
Philadelphia Executive Committee  
Gloria Sweet-Love, Membership & Unit Chairperson  
Carmen Watkins, Interim Vice President, Field Operations  
Janette Louard, Interim General Counsel  
Yutiv Stafford, Manager, Field Services