

XX Alliance Mission, Membership and Governance

Final Draft – 1/12/16

This memo presents the final draft of the proposed mission, membership and governance for the XX Alliance, as approved at the membership meeting on January 12, 2016.

NAME

The name for the Alliance is the XX Alliance.

MEMBERS

Core members: current members of the Alliance are the centers and individuals that have been actively involved in working on Shared Services in South Central. These include: XX, etc.

Associate members: XX, etc.

The members elected XX as President.

Membership – membership will be for the organization, not the individual. The organization membership continues even if the individual representing the organization steps down. Each organization has one vote. Individuals not affiliated with an organization will have one vote.

New Members: membership is by invitation only. Any current member may invite any individual or ECE organization. The current member is the sponsor. The individual or organization must be approved by a 2/3 vote of the existing members to become a member of the Alliance. In the future, we will develop a statement of values and criteria for approving organizations and individuals for membership.

Departing Members: members may decide to leave the Alliance at any time by submitting a letter or email to the Alliance. Any fees paid to the Alliance are not refundable.

MEMBER RIGHTS AND RESPONSIBILITIES

- *Decision-making* – all members have the right to vote on decisions at the regular meetings of the Alliance. There is one vote per member. The representatives from one organization need to work out the position for their organization so that there is a unified vote.
- *Services* – Members have access to all services provided by the Alliance. It is expected that there will be a fee charged per service to offset the costs. Services may be offered to non-members as well.
- *Membership Fee* – the members will need to decide if there should be a small annual membership fee to enable the Alliance to cover costs of operations (printing, meeting snacks, application fees, etc.) Initial fee might be \$100.

DRAFT MISSION STATEMENT

The mission of the Alliance is to deliver Shared Services to early care and education providers in XX County to help them free up the time, money and energy required to provide higher quality care to the families that they serve. We are better together!

POTENTIAL SHARED SERVICES

Potential services to be offered by the Alliance include:

- **Shared information:** Facebook page highlighting low-cost/no cost resources
- **Shared purchasing:** workers compensation insurance and other potential items
- **Shared staff development:** shared training programs, pooled resources for development, shared day-long events
- **Shared fundraising:** both grant-writing and events
- **Shared floaters and/or subs:** putting together a pool of shared floaters and/or long-term subs
- **Parent engagement:** potential ways to support members in parent engagement
- **Joint marketing:** shared web site, social media marketing, and enrollment management

ORGANIZATIONAL HOME

The XX will be the fiscal sponsor for the Alliance.

DECISION-MAKING

- Through June, 2016, the members will meet approximately once a month. After that, the members will set the schedule for meetings.
- All decisions will be made by the members at their meetings.
- Each member will have a single vote in all decisions (one member, one vote).
- The members will strive for consensus where possible, but if they cannot achieve consensus, they will use majority rule to make decisions. At least 1/3 of the current members must be present for a vote to be binding (right now, that would be 4).

EXPECTATIONS OF MEMBERS

What do we expect of each other?

- *Volunteer time:* Meetings are mandatory. If you can't come to a meeting, you should send an alternative to represent. We will try to be face-to-face, but can be on the phone if necessary. We understand that there may be emergencies that are unpredictable. We will put the phone number on the flyer. We expect that everybody will have some responsibility at some point for work between meetings.

- *Responsiveness:* We expect that everyone will respond within 24 hours. The response might be “I will get back to you by a specific time.”
- *Confidentiality:* We will keep confidential sensitive information such as staff issues, financial information, licensing issues and challenging child (and parent) behavior. We will keep confidential what happens at our member meetings.