

## ***Sample Parent-Led Governance Structure and Membership Policy***

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### **General (Annual?) Membership Meetings**

- Meets at least once a year to elect leaders
- Endorses priorities for the year

### **The Cross-Community Leadership Council**

- Decision-making body for the organization
- Made up of delegates or representatives from each member group and representatives of the members-at-large
- Meets quarterly
- Establishes issue priorities for the organization, sets goals for the year and the quarter
- Elects officers (who must have been chair of a committee at some point) at the annual meeting
- Establishes working committees

### **The Council's Executive Committee**

- Assures the implementation of the goals set by the council
- Is made up of two co-chairs, two vice-chairs, and the chairs or co-chairs of each working committee
- Meets monthly or as needed
- Reports back to the full Council meetings quarterly
- Cannot make decisions for the organization without calling a full Council meeting

### **Membership Criteria**

- To become a member of the organization, a team or parent group that joins must:
  - have at least three members
  - be parent-led and a parent-member organization
  - be committed to parent leadership
  - be democratically governed and accountable to their members
- To be an at-large parent member, you must have attended at least three organizational meetings

### *And all members of the organization must:*

- be committed to the vision and goals of the group – that is, to working together with diverse communities for the welfare of all our children and families
- be active in your school or community
- be willing to work with others from across the city
- have been through COFI leadership training or a comparable leadership development process
- pay dues for the group
- sign an agreement to meet the membership expectations

## **Membership Expectations**

- be accountable and committed to the organization
- commit to being part of a democratically-run, parent-led organization; work together with diverse people; be willing to negotiate and come to terms with others
- choose one to three team leaders to represent you on the Cross-Community Leadership Council
- have representation at the Cross-Community Leadership Council meetings – don't miss more than two meetings per year
- agree to support all policy campaigns chosen by the Cross-Community Leadership Council
- commit time and energy of team members to the committees and activities of the organization
- commit to continually working on your own leadership development, team building, and community outreach to expand your membership and identify concerns and priorities to bring back to the cross-community policy work
- help to recruit new members
- be willing to speak up and speak for yourself
- be respectful toward leadership
- educate yourself and stay aware of political and community issues

## **Benefits of Membership**

- making your voice heard and educating the community-at-large on issues of concern to parents within our schools and communities
- being a part of an active group with a collective voice that is respected by policymakers
- citywide exposure to and recognition among other parents, policymakers, and other resources
- cross-cultural support for your team
- gaining new information and leadership training
- receive membership cards for each of your team members
- get proportional votes on the Cross-Community Leadership Council
- get recognition in organizational literature
- receive special membership rates for training, lobby day trips, and at the annual celebrations

## **Dues Structure**

- Why do we have dues?
  - to raise money for the organization
  - to build respect and credibility for other funders
  - to build buy-in and ownership from the membership
  - to develop leaders
  - to create accountability
- How dues would work:
  - teams or parent groups would submit letter of commitment in September of each year
  - commitment forms would include a roster of parent/family members and selected delegates
  - teams would report on how each of their members will participate in raising funds
  - teams would submit their full team dues by the end of December of each year