

## MICAH Proposed Structure Enhancement

**MISSION-** *Equipping people of faith and goodwill to organize communities for systemic change through collective action.*

**Equipping people-** Training Committee

**Organize Communities-** Core Teams and Leadership Council and Clergy/ED Caucus/Partnership Committee

**Systemic Change-** Task Forces

**Legal Compliance 501c3-** Governing Board

### **PARTNER ORGANIZATIONS**

- Submit completed Partner Agreement form including: identify clergy/ed for caucus, 2 voting delegates and 1 alternate with contact information; payment of annual financial investment dues

### **CORE TEAMS**

**Who:** Chaired by a Leadership Council member from partner organization

Members of each partner organization

(staff liaisons- organizers)

**When:** Monthly/Bi-Monthly

**What:** Conduct ongoing 1:1s with own organization congregants/members

Work collaboratively with Clergy/ED to mobilize own organization congregants/members to attend events including Public meeting, Issues Convention, Re-Covenanting, annual fundraiser as well as MICAH events, actions, and opportunities.

Assess core issues own organization congregants/members wish to mobilize action

Identify and activate new leaders from your organization

Attend MICAH and Gamaliel trainings

Lead something somewhere (committee role, core team role, some other ministry in your congregation/organization)

Determine their organization's two voting delegates and one alternate

## **LEADERSHIP COUNCIL**

**Who:** All voting delegates (presided by Governing Board Vice President)

Partner Organization Core Team Members as interested

Potential Partner Org representatives wishing to learn more

(staff liaison- All Staff)

**When:** Quarterly (January, April, August, October)

**What:** Identify slate of officers and Vote for Governing board officers (President, Vice President, Secretary, Treasurer)

Identify candidates amongst voting delegates for governing board and Vote in up to 16 governing board members

Review recommended slate and vote on task force co-chairs

Discuss and execute three primary areas:

- Major Events (Public Meeting, Re-covenanting, Issues Convention)
- Annual Fundraiser Event
- Base Building (activate core team engagement in task forces and actions)

## **GOVERNING BOARD**

**Who:** 4 Officers (President, Vice President, Secretary, Treasurer) (presided by President)

5 Co-chair from each of the Task Force/Work Groups

16 Members elected by Leadership Council

(staff liaison- Executive Director and Lead Organizer and Accountant)

**When:** Bi-Monthly (February, April, June, August, October, December)

**What:** Votes on the selection of Executive Director

Establish and monitor organization mission and vision

Strategic Planning

Budget adoption and financial oversight

Establish and monitor governance and legal documentation

Engage in Fund Development to finance the organization

Set Leadership Council meeting agenda

## **BOARD COMMITTEES:**

### Executive Committee

- Who: Officers (President, Vice President, Secretary, Treasurer) (presided by President)  
Governing Board Committee Chairs (Finance, Training, Communications, Clergy/ED  
Caucus/Partnership, Fundraising)  
(staff liaison- Executive Director)
- When: Bi-Monthly (February, April, June, August, October, December)
- What: Performance Accountability of the Executive Director (President is direct supervisor)  
Set Governing Board meeting agenda  
Ensure Strategic Plans are established, executed, and evaluated

### Clergy/ED Caucus-Partnerships (partnerships can be subgroup of clergy caucus or stand-alone)

- Who: Clergy/ED of each partner organization  
(staff liaison- Executive Director and Lead Organizer)
- When: Bi-monthly (January, March, May, (July), September, November)
- What: Set partner organization agreement policy and procedure  
Monitor partner organization agreement compliance, engagement and commitment  
Mobilize for collective action  
Ensure core teams are active within partner organizations

### Finance Committee

- Who: Treasurer as Chair  
(staff liaison- Executive Director and Accountant)  
At least two additional governing board members
- When: Monthly
- What: Review and adopt monthly financial reports  
Ensure annual audit is reviewed and adopted by board

Ensure annual budget is reviewed and adopted by board  
Develop financial management policies and procedures for board adoption  
Ensure investments and banking accounts are in keeping with policy  
Ensure annual insurances and legal reports are current and to best practice standards

#### Fundraising Committee

Who: Chair by a governing board member      Members of the governing board  
Others (can be leadership council delegates, core teams/community members, etc.)  
(staff liaison- Executive Director)

When: Bi-monthly (January, March, May, (July), September, November)

What: Establish fundraising goals by revenue source with fund development plan to achieve  
Review revenue actuals to budget, inform board of progress and ways to engage  
Engage board and leadership council in mobilizing fundraising efforts and events  
Provide leadership for annual fundraiser event with Leadership Council  
Inform board of all ways to engage in active fundraising for the organization  
Ensure systems are in place for effective implementation of fund development plan

#### Communications Committee

Who: Chair by a governing board member  
Members of the governing board  
Others (can be leadership council delegates, core teams/community members, etc.)  
(staff liaison- Digital Organizer)

When: Bi-monthly (January, March, May, (July), September, November)

What: Establish and mobilize annual communications plan  
Provide communications and marketing materials for events and actions of organization  
Seek and secure Media presence to key events and actions  
Manage AV for organizational meetings, events and actions  
Seek and present stories of actions and outcomes from task forces, committees, etc.  
Create annual report to highlight annual successes and provided financials to community

Monitor and update website and social media sites

### Training

Who: Chair by a governing board member

Members of the governing board

Others (can be leadership council delegates, core teams/community members, etc.)

(staff liaison- Lead Organizer)

When: Bi-monthly (January, March, May, (July), September, November)

What: Create and mobilize annual training calendar to include local and Gamaliel training and conferences

Ensure board officers and committee chairs attend national Gamaliel training

Encourage national Gamaliel training for all Board and Leadership Council members

Provide local training to build organizing skills amongst

Provide onboarding training for new members

## **TASK FORCES AND WORK GROUPS**

### Economic Equity

Who: Co-chairs identified by task force members and voted by Leadership Council

Members from Leadership Council (Governing Board members may join if capacity)

Members from Partner Organization Core Teams

(staff liaison- Organizer)

When: Monthly

What: Focus on housing and transit

Conduct Power Analysis

### Education Equity

Who: Co-chairs identified by task force members and voted by Leadership Council

Members from Leadership Council (Governing Board members may join if capacity)

Members from Partner Organization Core Teams

(staff liaison- Organizer)

When: Monthly

What: Focus on MSCS board and leadership accountability

Conduct Power Analysis

### Race and Class Equity

Who: Co-chairs identified by task force members and voted by Leadership Council

Members from Leadership Council (Governing Board members may join if capacity)

Members from Partner Organization Core Teams

(staff liaison- Organizer)

When: Monthly

What: Focus on justice system equity

Conduct Power Analysis

### Immigration and Intercultural Inclusivity

Who: Co-chairs identified by task force members and voted by Leadership Council

Members from Leadership Council (Governing Board members may join if capacity)

Members from Partner Organization Core Teams

(staff liaison- Organizer)

When: Monthly

What: Focus on equitable policies and systems

Conduct Power Analysis

### Youth Council

Who: Co-chairs voted by work group members (staff liaison- Lead Organizer)

Youth from partner organizations and area schools

When: Monthly (Saturdays)

What: Focus on voter engagement/awareness/gun reform

Conduct Power Analysis

## **STAFF**

**Who:** Executive Director, Lead Organizer, Organizers, Administrator, Accountant

**When:** 40 hours a week, Hybrid with Office hours Mon-Wednesday

**What:** Organize the organizers/leaders

Provide support and training for leaders to organize actions and fulfill their role

Agitate, question and drive reflection on investment, action, and mobilization strategy

Provide resources for actions, events, meetings, mobilization

Maintain and provide accurate and detailed data and reports on MICAH organization, business/budget, events, actions, etc.

Oversee fund development plans and stewardship

Provide logistics support for meetings, actions

Ensure leaders in their roles are mobilizing action to goals

Monitor and report on goals and outcomes of MICAH activities