
Home Care Start up Basics

EARLY ORGANIZING AND COOPERATIVE GOVERNANCE

Outreach and Early Organizing

Purpose:

Identify stakeholders

Find champions

Assess early interest

Tasks:

Start contact list

Community Meetings

Establish Partnerships



Forming a Steering Committee

A Steering Committee is temporary advisory committee made up of stakeholders tasked with research and recommendations for a home care co-op.



- Steering Committee Charter
 - Committee Leadership
- Reporting/Recommendation

Mission and Vision Statement

A **VISION** statement is an inspirational statement of the organization's core beliefs, its hopes and dreams put into a "word picture." A vision statement is what your organization believes are the ideal conditions for your community; that is, how things would look if the issue important to you were completely, perfectly addressed.

A **MISSION** statement is a concise summary of the organization's core purpose and primary function or reason for an organization existing. A mission statement is used to communicate the purpose of the organization to employees, customers, community and the world.

Cooperative Governance

Governing documents

Articles of Incorporation

Bylaws

Employee manual

Board policies

Governing systems

Board Elections

Communication/Feedback

Evaluation

Articles of Incorporation

- The name and principal office address of the corporation
- The purpose of the corporation
- The duration of the corporation
- Registered agent and registered office
- Board of Directors
- Information about shares of stock
- The incorporator's signatures



Co-op Bylaws

Bylaws (or Operating Agreements) are the rules that govern the internal affairs of the cooperative – how decisions are made. The bylaws define membership, board roles and responsibilities, distribution of patronage and meeting requirements.

Co-op Bylaws:

- Unlike Aol, Bylaws are not filed.
- Cover broad issues of long term significance to members
- Bylaws are living documents but are not meant to be changed often. Bylaws can only be changed by a vote of the full membership
- Should be reviewed by an attorney

The Role of the Board

Plan: Strategic and long range planning

Employ: And supervise the Administrator

Evaluate: Self evaluate Board performance

Govern: Set and monitor policies

Protect: The interests of the membership

Select: Choose Board officers

Distribute: Member benefits

Perpetuate: Ensure future leadership



Governance and Operations

BOARD:

- ✓ Sets policy & expectations
- ✓ Delegates authority
- ✓ Checks results

ADMINISTRATOR:

- ✓ Accepts responsibility
- ✓ Operationalizes
- ✓ Reports results

Tools of Board Governance

- Meetings
- Communication/feedback systems
- Evaluations
- Board Calendar
- Board Budget
- Strategic Planning

Board Calendar

<p><u>January</u> Recruit Candidates Board Evaluation</p>	<p><u>February</u> Annual meeting Board Election</p>	<p><u>March</u> Board Training Elect Officers Committee assignments</p>	<p><u>April</u> Committee assignments</p>
<p><u>May</u></p>	<p><u>June</u></p>	<p><u>July</u> Staff Picnic</p>	<p><u>August</u></p>
<p><u>September</u> Strategic Planning</p>	<p><u>October</u> Administrator Evaluation</p>	<p><u>November</u> Review business plan and proposed budget Lunch with the Board</p>	<p><u>December</u> Approve business plan and budget</p>

Board Budget

Financial oversight is one of the main responsibilities of a Board of Directors.

Preparing and overseeing a board budget gives Board members direct participation in managing co-op resources

\$ _____ Annual Meeting/Election

\$ _____ Board Training

\$ _____ Board Stipend

\$ _____ Meeting Facilitation

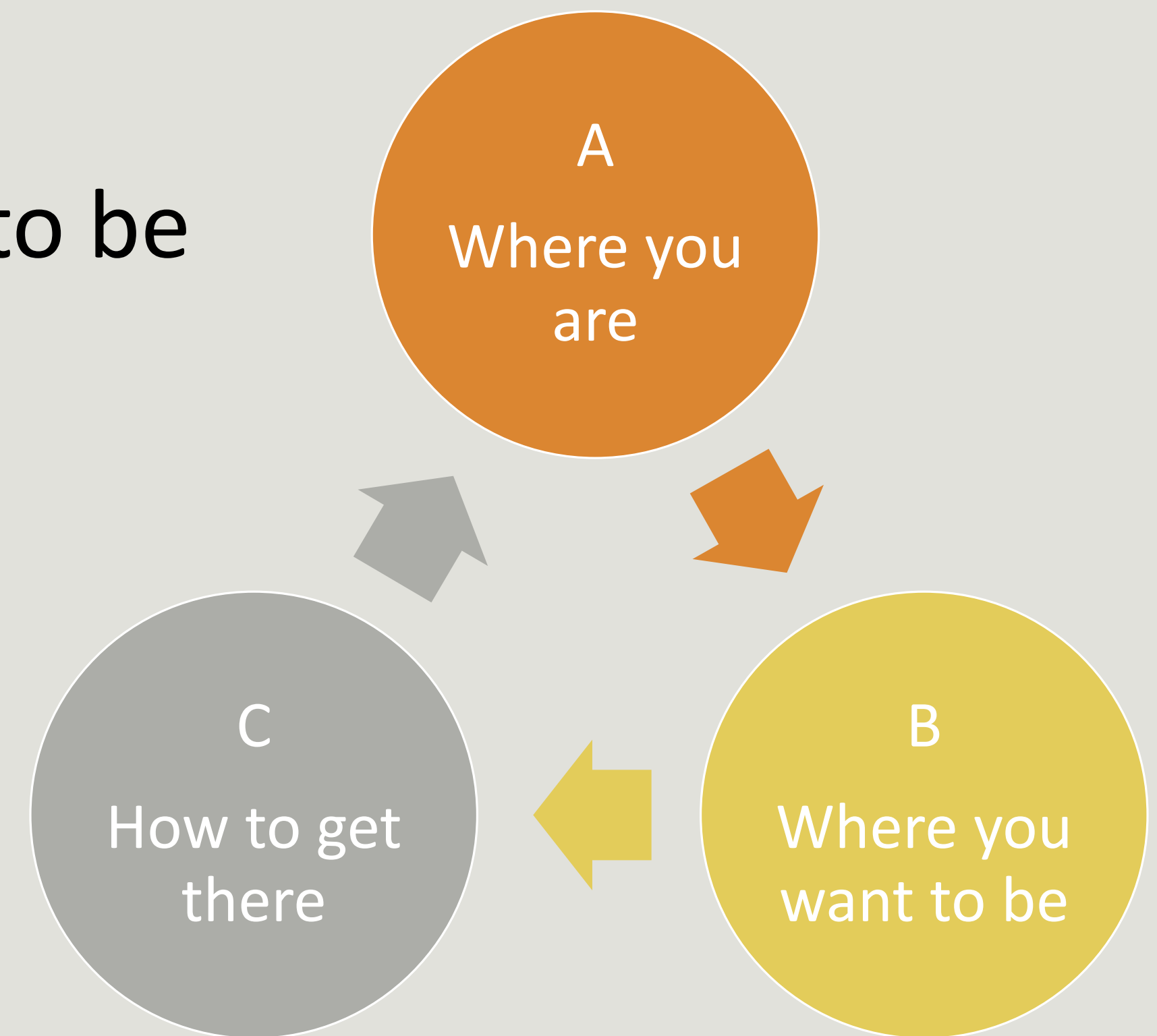
\$ _____ Other (?)



Strategic Planning

The point of strategic planning is to:

- Assess current state of business
- Create a shared vision of where you want to be
- Plan how to get there
- Set goals that are
 - Specific
 - Measurable
 - Attainable
 - Rewarding
 - Timely



Cooperative Relationships

A **healthy relationship** between a Board and a Manager will feel like a balance of influence. It is a dynamic of **mutual interest** in each other's perspective.



The Empowerment and Accountability Chain



Qualities of Cooperative Board Relations

- Shared vision and mission
- Clear understanding of roles and responsibilities
- Mutual respect and trust
- Everyone feels safe to speak
- Debate issues, not personalities
- Disagree in private, support in public
- Honesty and transparency
- Board speaks “with one voice”

Who Decides?

- Who proposes the yearly budget?
- Who approves the yearly budget?
- Who elects the Board of Directors?
- Who elects the officers?
- Who hires employees?
- Who decides compensation for BOD?
- Who decides governance policies?
- Who approves changes to bylaws?

Thank You!



Northwest
Cooperative
Development Center