Collective Impact Core
Agreement on How Partners Will Work Together
Approved by the Collective Impact Core
12/1/2021

What roles do we need at the table?

- Facilitator
- Listener
- Connector
- Recorder
- Data Collector
- Representatives from the Backbone Organization
- Representatives from the Work Groups
- Community Stakeholders

What do we expect from these roles?

Facilitator

- Work with the committee to set the meeting agenda
- Follow the meeting agenda
- Lead the meetings
- Manage meeting time
- Encourage participation
- Be accountable to common agenda/values, not accountable to organization
- Participate in decision-making
- Guide conversation
- Challenge ideas
- Develop and bring expertise around subject matter to the Core
- Onboarding – Provide new members with an orientation to the Core
- Follow established meeting norms
- Actively engage in the meeting

Listener

- Follow up with facilitator after each meeting
- Assist in creating meeting agendas
- Help the group get unstuck
- Identify values/sticking points through close listening
- Takes facilitator's role, in facilitator's absence
- Participate in decision-making
- Follow established meeting norms
- Actively engage in the meeting

Connector
- Attend all work group meetings
- Share relevant info between work groups in real time (connect to other initiatives already happening)
- Bring this info back to the Core
- Follow established meeting norms
- Actively engage in the meeting

Recorder
- Take minutes + attendance
- Send meeting materials
- Draft letters of support
- Follow established meeting norms
- Actively engage in the meeting

Data Collector
- Work with the Core to create and maintain a dashboard (or something else) that holds the data
- Point person for data requests
- Share data as appropriate
- Follow established meeting norms
- Actively engage in the meeting

Representative(s) from Backbone Organization
- Coordinate meeting space
- Maintain records (MOUs, etc.)
- Guide and take lead on communication coming out of the Core
- Ensure that Core has adequate resources for work
- Follow established meeting norms
- Actively engage in the meeting

Representative(s) from Work Groups
- Take messaging/expertise to Work Groups
- Attend Core meetings
- Bring info re: challenges/ outcomes/ emerging issues to Core
- Coordinate with other Work Groups
- Address & Champion the common agenda in Work Groups
- Follow established meeting norms
- Onboarding – orient new members to the Work Group Representative role and the work group's relation to the Core
- Actively engage in the meeting

Community Stakeholders
- Bring lived experience with common agenda topic + use that experience to help move agenda forward
- Identify & bridge gaps in current strategy
- Following established meeting norms
- Act as champion for common agenda in community
- Participate in a work group
- Actively engage in the meeting

How often do we meet?
- Meetings will be scheduled once per month for 90 minutes; meetings will last only as long as needed to complete the agenda
- Can call or cancel meeting, if needed; full group decides either at a meeting or via email
- Members are expected to attend at least 75% of scheduled meetings in each calendar year

How do we make decisions?
- All decisions must have a quorum; a quorum will be 50% + 1 of total membership AND at least one representative from each work group. For this process, the backbone will function as a work group.
- For smaller decisions (approving agendas, etc.): Informal Consensus
    - State proposal, check for objections
    - If none, then move forward with the proposal as stated
- For larger decisions (anything that impacts the common agenda): Formal Consensus
    - State proposal, position poll (agree; reservations; stand aside; block)
    - If no blocks or too many stand-asides, move forward with proposal
    - If blocks or too many stand-asides, revise proposal and begin again