

# **EASTSIDE HUMAN SERVICES FORUM BOARD POLICIES AND PROCEDURES**

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## **MISSION:**

**Foster strong public and private partnerships to assure a stable network of health and human services for the benefit of all East King County residents.**

## **FUNCTIONS:**

Support the broad continuum of services from prevention to intervention to crisis response by advocating for funds to help people in need; bringing people, groups and services together to maximize resources; educating and influencing decision-makers; and proactively impacting regional issues related to human services.

### **Advocate for Funds**

- Seek new sources of support for human services
- Work to stabilize current funding while advocating for long-term solutions

### **Bring People, Groups, and Services Together**

- Support and involve small communities and new leaders
- Coordinate efforts and planning to ensure a strong human services system
- Add value to and leverage other work in the sub-region

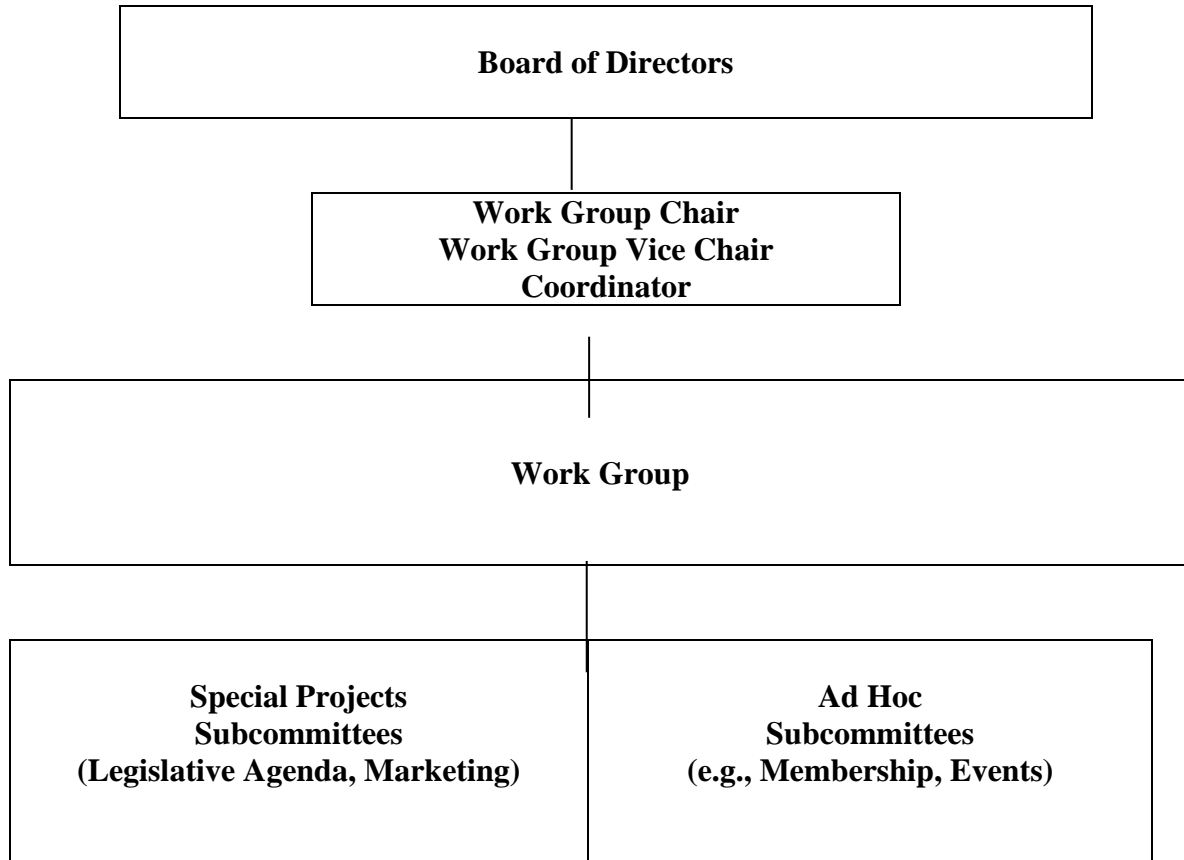
### **Educate and Influence Decision Makers**

- Educate Funders (public and private) and policy makers
- Develop knowledge and reach agreement about shared priorities
- Educate the general public about the importance and impact of human services
- Track and respond quickly to local, regional, and state level initiatives

### **Proactively Impact Regional Human Services Issues**

- Ensure Eastside representation on regional efforts that impact human services.
- Gather input from constituents and give voice to commonly shared recommendations.

## EHSF Organizational Structure



## **Roles and Expectations of EHSF Board, Work Group, and Subcommittees**

The organizational structure of EHSF includes at a minimum the Board, the Coordinator, the Work Group, and Work Group Subcommittees. The Coordinator and other staff (when hired) will provide ongoing coordination among these entities.

### **Board**

#### Role

- Approve policies and procedures
- Approve issue agenda and annual Work Plan
- Approve budget
- Be responsible for hiring and firing the Coordinator
- Empower others to accomplish work with appropriate accountability mechanisms
- Ensure that Work Group and Subcommittees operate according to agreed-upon process
- Publicly represent EHSF (as needed)
- Advocate for EHSF's work and agenda

### **Work Group**

#### Expectations

- EHSF will strive to achieve a balance between being inclusive and accomplishing its work. The goal is to allow as much active membership as is feasible, while sustaining its momentum and ensuring productivity. In order to be successful, the Work Group must have consistent attendance and participation.

#### Role

- The Work Group "holds" the workload of EHSF with the following specific functions:

#### External (achieving EHSF's program and activities in the world)

- Establish subcommittees, and track subcommittee work
- Manage Affirmative Sign-On Policy
- Ensure achievement of EHSF outcomes

#### Internal (developing and ensuring EHSF's capacity to do its work)

- Propose appropriate composition of Board and Work Group
- Develop policies and procedures (for board approval)
- Oversee membership issues (establish method for recruiting and selecting members and friends and for handling contributions)
- Set up office, contact information, letterhead, etc.
- Establish and maintain Website
- Hire and supervise staff and consultants
- Develop a fundraising plan
- Track the budget
- Establish and utilize excellent communications mechanisms
- Identify issues that require Board or membership approval

#### Outreach (attracting money, people, and interest)

- Identify and recruit potential members and friends
- Recruit the appropriate people for subcommittees
- Raise funds
- Network beyond EHSF
- Seek opportunities to promote EHSF's work
- Gain media attention

#### Expectations

- Everyone on the Work Group will be expected to represent and consider the needs of East King County as a whole. Individuals are not on the Work Group to represent their own entities.
- The Work Group does most of the work of the Forum, with the help of Subcommittees
- Work Group participants serve as chairs of the Subcommittees

#### Meeting Frequency

- Meets monthly

#### Decision Making

- Uses consensus model to develop recommendations to the Board

<b>Work Group Chair</b>
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#### Role

The Work Group Chair is a leadership position for the Forum, providing oversight of the above Work Group activities and the Coordinator position. Responsibilities include:

- Attend leadership team meetings to help shape the Work Group and Board meeting agendas.
- Email meeting reminders to the Board and Work Group; responsible for any emails to the Board pertaining to official business.
- Prepare financials and track budget
- Approve invoices.
- Prepare checks and authorize deposits.
- Supervise the Coordinator
- Supervise the \*Financial Administrative Assistant.

The Chair has the option of identifying a focus area that suits his/her interests and skills and is aligned with the Forum's mission and Work Plan. The Chair can work with the Coordinator to take on a leadership role in the identified focus area.

\*The Financial Administrative Assistant is identified by the Work Group Chair to provide bookkeeping for the Forum, typically someone who has administrative responsibilities in the Human Services Department at the same city that employs the Work Group Chair.

## **Subcommittees**

### Meeting Frequency

- As determined by each individual subcommittee, according to the workload

### Decision Making

- Uses consensus model to develop recommendations to the Work Group, which then determines whether and when to send recommendations to the Board

## **EHSF Membership and Fee Structure**

### **Policies for Admission**

- Local governments and other organizations that:
  - support human services issues in East King County
  - are willing to meet the Member responsibilities noted in the Bylaws and below
  - make a financial or equivalent in-kind contribution in a timely manner.

### **What EHSF provides/offers to Members**

- Opportunity to participate in defining EHSF's sub-regional priorities
- Opportunity to work in collaboration with cities, corporations, school districts, hospital districts, funders, providers, the faith community, and other human services stakeholders
- Support and mentoring for small communities and new leaders
- Regular communication about EHSF activities, priorities, and opportunities for involvement
- Clear, credible information about the status of human services needs in East King County
- Invitations to all EHSF activities
- Part of a dedicated e-mail membership distribution list
- Opportunity to participate in joint statements and to make recommendations about EHSF priorities
- Through subcommittees, the opportunity for targeted involvement on specific issues of importance to your organization/local government

### **Responsibilities of EHSF Members**

- Actively address human services issues
- Contribute to the success of EHSF
- If participating on EHSF's Board, Work Group, or Subcommittees, agree to meet requirements and time commitments
- Be responsive to communications from fellow EHSF members: Agree to read mail and e-mail and respond in a timely manner; agree to return phone calls promptly
- Be a responsible meeting participant: Read materials in advance; respect group process; accept facilitation; participate, don't dominate
- Sign on to EHSF policies, procedures, the annual EHSF Work Plan and the annual legislative agenda for EHSF
- Agree to the public use of your organization/local government's name as a member of EHSF (this may include an EHSF brochure, letterhead, and public statements) in accordance with EHSF's Affirmative Sign-On Policy
- Work in good faith with EHSF to resolve differences and problems
- Make timely annual contribution in the range suggested by the Board

**Suggested Range of Financial Contributions for Core Operations**

<b>MEMBERS</b>
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<u>Membership Category</u>	<u>Annual Contribution Range</u>
• Cities, King County, and Tribal Governments	
≥ 80,000 people	\$9,000 - \$13,000
≥ 40,000 people	\$6,000 - \$8,000
< 40,000 people	\$1,000 - \$5,000

*Note: smaller cities geographically grouped, e.g. Snoqualmie Carnation, Duvall, North Bend, etc., may pool their resources to purchase one membership.*

• School Districts	\$1,000 - \$3,000
• Hospitals	\$1,000 - \$3,000
• Private Foundations	\$1,000 - \$3,000
• Corporations	\$1,000 - \$5,000
• United Way	\$5,000 - \$12,000
• Alliance of Eastside Agencies (AEA) <i>(AEA represents over 50 human service providers)</i>	no charge
• Organizations	\$100 - \$500

**Potential In-kind donations:**

The value of these donations will be negotiated based on EHSF needs, subject to approval of the Board Chair, Work Group Chair, and Coordinator, and can be used to offset a portion of a Member organization’s financial contribution. Examples of in-kind contributions might include website maintenance, printing, marketing assistance, graphic design, etc.

<b>These are annual contributions covering January 1 through December 31 of each year.</b>
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## **Public Announcements and Policy Statements**

EHSF is composed of a diverse group of local governments and other organizations with different perspectives. EHSF and certain of its Members may desire from time to time to make public announcements and policy statements that may or may not comport with the views of other Members. Accordingly, these guidelines are intended to serve as parameters within which EHSF may make such public announcements and policy statements.

### **Press Releases and other Informational Statements**

Press releases and similar public announcements intended primarily to inform the public of upcoming events, results of past events, and similar matters may be issued at any time with the concurrence of the Board Chair, the Work Group Chair, and the Coordinator.

### **Statements of Policy or Public Positions on Matters of Public Concern**

The EHSF Board is the body that will determine whether or not public announcements and policy statements, including endorsement of certain events or organizations, or endorsement of particular legislation or other action, may be issued on behalf of EHSF. Endorsement or commentary on legislation covered by the legislative agenda shall be governed by the provisions of the Policy for EHSF Annual Legislative Agenda. Any other such policy statement or position statement may be proposed to the Board as an EHSF statement by the Board Chair, the Work Group Chair, the Coordinator, or any Board Member. Such proposal shall be in writing (which writing may be an email communication), with a copy or detailed description of the proposed statement, along with a required response date that is at least three business days in the future. Such response date and opportunity to object shall be made conspicuous in such proposal. Any Board Member may object to issuance of the statement, may opt out of inclusion in the statement, or may request an emergency telephonic Board meeting to discuss the statement. Any such objection, opt out, or request for meeting should be accompanied by the reasons for such position. Failure to respond to such a proposal by such response date shall be deemed consent by such Board Member to issuance of the statement on behalf of EHSF.

If there are no objections or opt outs to issuance of the statement, the statement may be issued on EHSF letterhead, with Board Member names on the communication.

If there are objections or opt outs, but no requests for a meeting, and the objections or opt outs constitute less than one-third of the Board Members, the Board Chair, Work Group Chair, and Coordinator may determine to issue the statement on EHSF letterhead, without Board Member names on the communication.

If a request is made for a meeting the Coordinator, with the concurrence of the Board Chair, shall immediately give notice to the Board of such a telephonic meeting. The agenda for such a meeting shall be limited to the proposal at issue unless the meeting notice specifically identifies other agenda

items for which immediate action is needed. After such meeting, if the Board unanimously supports the proposal (as proposed or as it may be modified at the meeting), the statement may be issued on EHSF letterhead with Board Member names. If two-thirds of the Board support the proposal (with or without modification) the statement may be issued on EHSF letterhead without Board Member names.

## **Policy for Partnership (events, projects, membership)**

(adopted at May 2016 meeting)

Requests to co-sponsor events, participate in special projects not originated by the Forum, and/or become a fee-paying member of another organization must meet the following criteria.

- It clearly falls within the scope of EHSF's mission/focus areas.
- It leverages existing Forum efforts and aligns with adopted Work Plan.
- The partnership has the potential to benefit the broader Eastside community, and maximizes opportunities for organizational collaboration and leveraging of collective resources.
- It does not replicate or compete with similar projects already underway on the Eastside
- It is well defined toward utilizing EHSF resources, and there is sufficient capacity and willingness from Forum member(s) to oversee the effort.
- It must be approved by the Workgroup.
- It must be approved by the Board, which approval may be obtained through a process comparable to that for public announcements and policy statements, and which approval need not be unanimous.

Once approved, a written agreement should be drafted and approved by the Board Chair, Work Group Chair, and Coordinator, that spells out roles, responsibilities, and timeline for EHSF and the other participating organization(s).

### **Policy for EHSF Annual Legislative Agenda**

An annual legislative agenda will be developed to focus EHSF's advocacy efforts and to streamline our ability to act quickly on upcoming legislative efforts.

Legislative agendas will be shaped, as much as possible, in alignment with other groups with whom EHSF has partnerships and collaborative relationships.

In addition, agenda items should meet the following criteria:

- consistent with EHSF's mission and Work Plan objectives
- opportunity exists to advocate for Eastside-specific concerns
- significant relevance of the issue to Eastside decision-makers, elected officials, general public and other stakeholders

Legislative agenda items require Board of Directors approval, either at a noticed meeting (at which approval need not be unanimous), or following a process comparable to that for public announcements (for which approval must be unanimous).

Adopted December 2016

Amended May 2017

Amended March 2018