

## Organizational Structure

### Cascade Chapter

The Cascade Chapter of the International Association for Public Participation USA (IAP2 USA) includes members and friends within Oregon and SW Washington (outside Puget Sound – Seattle/Tacoma/Olympia). The Chapter's roles and responsibilities are outlined below.

#### ***USA Mission Statement:***

##### **OUR VISION**

We envision a country where public participation is deeply embedded and widely applied, and where equitable, efficient, and informed decision-making processes improve the quality of our democracy.

##### **OUR MISSION**

IAP2 USA leads, advances, and advocates for best practices in public participation.

##### **OUR PLAN**

IAP2 USA improves and supports the field by advancing and advocating for public participation that aligns with our Core Values and Code of Ethics.

#### ***Chapter Roles (from 2012 USA Charter):***

- Encourage the growth and development of the public participation field as practiced by IAP2.
- Improve the quality and professionalism of public participation practitioners, with increasing emphasis on creating an equitable and inclusive culture that reflects the communities served.
- Promote the exchange of information about public participation with Chapter practitioners, government agencies, clients, and the general public.
- Provide practitioners with programs and trainings that further best practices and the professional development.
- Facilitate communication among IAP2 USA and Chapter officers, members, and stakeholders.

#### ***Chapter Responsibilities (from 2012 USA Charter):***

- Notify members of Chapter activities and events.
- Contact Chapter members at least twice annually.
- Maintain a responsive Chapter liaison to interact with IAP2 USA's office, the board of directors, and members within the Chapter's geographic area. Which includes attending the monthly Executive Chapter Meetings to provide a report out and take issues back to USA or replying to the president's agenda email one week before the meeting and reviewing the meeting notes to report back if unable to attend the call.

- Maintain Chapter finances to meet legal and fiduciary requirements. Submit an annual activity report to IAP2 USA summarizing Chapter activities through the year.
- Meet relevant state and federal filing requirements.
- Provide access to Chapter and USA affiliate bylaws and guiding documents.
- Provide access to Chapter and USA affiliate best practice resources, examples, and documents.
- Seek opportunities to create and enhance partnerships with sister organizations, agencies, and non-profits.
- Provide notice of professional development trainings including IAP2 Facilitation Training opportunities.

### ***Member Responsibilities***

Members are asked to participate in Executive Committee elections and adoption/updates to the Chapter goals. They also are asked to participate in periodic surveys that will help guide the Chapter.

Members are encouraged to volunteer to support Chapter convened events.

Members are also encouraged to make suggestions for PI Network topics, areas for professional growth, and any other topic that is relevant to the good of the Chapter. Members can contact any Executive Committee Member and may attend the monthly Executive Committee meetings.

### **Executive Committee**

The Executive Committee serves as the key decision-making body for the Cascade Chapter and as the coordinator/sounding board for Committee efforts.

All Executive Committee meetings are open to all Chapter members. Minutes of Executive Committee meetings are available at each Chapter meeting and emailed to the Committee. Chapter members are encouraged to bring questions and comments to the attention of any Executive Committee member.

The Executive Committee is comprised of Chapter Officers and Committee Convenors, which include (at the time of this document):

- **President:** Brandy Steffen (through Dec. 2017); Francesca Patricolo (through Dec. 2019)
- **Vice-President:** Arwen Bird (through Dec. 2017); Michelle DePass (through Dec. 2019)
- **Secretary/Treasurer:** Mike Dahlstrom (through Dec. 2018)
- **Communication Committee Convenor:** Jen Colbert (through Dec. 2018)
  - **Email:** Jen Colbert
  - **Social media:** Francesca Patricolo and Brandy Steffen
  - **Web posting:** Francesca Patricolo
  - **USA affiliate social media and web liaison:** Annelise Apel
- **Membership and Outreach Committee Convenor:** NEED NAME OF POINT

## PERSON

- **Program Convenors:** Julie Rawls (through Dec. 2018)
  - Heather Coston, Doug Zenn, Michelle DePass, and Jennifer Nelson
- **Scholarship/Micro-grant Convenors:** Mike Dahlstrom and Francesca Patricolo (through Dec. 2018)
- **Bend Conference Convenor:** Brandy Steffen (through Dec. 2019)
- **Equity Convenor:** Arwen Bird and Francesca Patricolo (through Dec. 2018)

## ***Key responsibilities for Executive Committee Members***

- Provide direction for the Chapter and Chapter activities.
- Ensure continuation of programs and services to Chapter members.
- Ensure that programs and services meet the needs of Chapter members.
- Coordinate and act as a sounding board for the Committees.
- Manage the business of the Chapter.
- Provide a focal point for Chapter decisions and receive member suggestions, questions and complaints. Regularly attend Executive Committee meetings (at least ¾ of the meetings every year).

## ***Elections***

Each year in late summer, the President, Past President, and Vice-President meet to determine Committee position vacancies for the coming year. It is desirable that only half the Committee be up for election each year to retain some institutional memory. Positions and potential candidates are decided and contacted.

The Vice-President will announce the slate of candidates no later than the September Executive Committee meeting and conduct elections electronically by mid-October with a two week turn-around. Coordination with the Communication Convenor(s) and volunteer team will ensure that members are alerted to the election opportunity through all mediums. The Vice-President reports the results at the October/November Committee meeting; the election results and updated roster will be posted to the website, forwarded to IAP2 USA and distributed to members.

## ***Transitions***

It is expected that each outgoing Officer or convenor will coordinate with their replacement to bring them up-to-speed on the responsibilities and expectations outlined in this document, as well as those that have developed outside this scope. This may include delivering a document with passwords, past documentation samples, and in-person meetings to debrief the incoming Officer or Chair. Efforts should be made to save documents to the Google shared drive, at least in PDF format for record retention.

Officer/Convenor roles that transition outside of the normal election cycle will be filled by the outgoing Executive Committee member whenever possible or by the President if needed. The interim officer/convenor will be confirmed during the October election by the members.

## ***Key Responsibilities of Officers and Committee Convenors***

All Officers and Convenors are required to attend, in person or via conference, the monthly Executive Committee meetings or have an alternative attend. Each member will be elected to a two year term as outlined below.

Each committee member will be responsible for developing a list of and seeking out volunteers to help with workload. People like to be involved and to have clear expectations about the amount of time requested of them. The convenor should provide a list of these volunteers to the Membership Convenor to include them in outreach and to the President so they can receive Executive Committee meeting materials.

### **President:**

- Will provide the “big picture” oversight and direction for the Executive Committee by organizing and leading the monthly Committee meetings, including developing the agenda and summary for each meeting (within one week of the meeting).
- Will help in the administrative organization of the Chapter by signing checks, organizing the annual report to IAP2 USA, and being the official Chapter spokesperson. Will also provide as a direct link to the USA board.
- The President will also delegate tasks to Committee Convenors, as needed. They will proactively plan for succession to fill committee positions, including contacting members nine months before the end of the term and encouraging committee chairs to recruit new volunteers.
- Facilitate and support other members in achieving their goals and responsibilities related to chapter sustainability and diversity.
- Will organize and run a strategic planning session every four years starting in 2017, which will include updating this document. Conduct a quarterly, informal review of sustainability and diversity efforts in coordination with other members followed by the yearly review of all activities as outlined in the Secretary/Treasurer section.
- Help identify other organizational partners and programs that focus on similar or complementary topics to build partnerships between the groups and the Cascade Chapter.

### **Vice-President:**

- Will assist the President with responsibilities listed above as requested. Assist Committee Convenors as needed.
- Will take notes at and facilitate the Committee meetings if the President is unable to do so.
- Chair the nominating committee which compiles nominations, contacts prospective candidates and makes recommendations to the Committee for the elections in the fall.
- Conduct elections in October, report results at October/November meeting.
- Coordinate and update this and other organizational documents with the Secretary/Treasurer. Keep a running list of volunteers.

- Additionally, they will focus on a demographic group to focus on for increasing membership, such as under-represented groups, and partnering organizations, agencies, and non-profits that would benefit from becoming involved with IAP2. If a separate membership convenor exists, they will coordinate with them directly; if no membership convenor exists, the Vice-President will take on this role.

**Past President:**

- Will serve as a resource to all other committee members and provide institutional knowledge by attending committee meetings and succession planning meetings.
- Will be available to the President and Vice-President to strategize on overall direction of the Chapter, review materials, etc.
- Be available to fill in for the President at special events if needed.

**Secretary/Treasurer:**

- Will maintain bank accounts, by ensuring that the current President, and/or Vice-President and Treasurer signatures are on file at the bank each January. Take a copy of the minutes of the November meeting, which records the election results to the bank. Sign checks as needed.
- Will prepare financial reports, including the annual report to IAP2 USA (more details about program/goal evaluations are included in the Strategic Planning document).
- Will present financial status and issues at Committee meetings.
- Will work with the Committee to raise funds.
- Work with the Scholarship Convenor to award scholarships or award funds. Will develop a budget each year to help guide the Committee allocate fund distribution.
- Work to ensure Bylaw compliance.

**Communication Convenor(s):**

- Will create a cohesive communications message for the Chapter, including talking points and handouts.
- Coordinate one volunteer to produce/distribute a bi-monthly e/newsletter. This volunteer will update the email mailing list (which is separate from the membership list).
- Prepare news and other information releases to public, as needed.
- Will maintain the social media accounts and website for the Chapter.
- A summary of Committee actions will be provided to the President and Secretary/Treasurer for the annual report to IAP2 USA.
- Work in cooperation with USA affiliate on marketing materials, social media and web posting.

**Membership/Outreach Convenor(s):**

- Will maintain the membership list, as updated regularly by USA. Provide regular updates to the Communications Chair.
- Will identify new and potential members/volunteers, with a focus on increasing member diversity (review Strategic Planning document to see current goals for the year). Will work with the President and Vice-President to reach out to other organizations and groups for partnership opportunities; maintain a list of contacts.
- With Committee's assistance and input, identify and increase strategic outreach to organizations and individuals who are under-represented in IAP2.
- Communication with potential and current members will be coordinated with the Communication Committee. Send a welcome email to all new attendees to PI Network or other events.
- A summary of Committee actions will be provided to the President for the annual report to IAP2 USA.

**Program Convenor(s):**

- Will identify and arrange presentations for the PI Networks programs which are held at least five times each year. Identify speakers from January to October by the previous November to ensure a list of speakers is confirmed one year ahead for advertising purposes. Strive to have a diversity of topics, presenter demographics, and geographic location distribution throughout the year (as outlined in the Strategic Planning document).
- Share all information with Communications Convenor.
- Coordinate and oversee each PI Network, including:
  - Update the event checklist which provides a sequence of tasks
  - Working with the Communication Convenor to develop a description of the presentation; sending out emails before the event and publicizing on social media.
  - Ensure that someone takes photos and/or video of the presentations.
  - Contact speakers and arrange final topic; confirm with speakers one month before presentation.
  - Day of - meet and greet speaker, check AV, check room set up, provide thank you gift, introduce speaker. Gather a headcount of attendees; provide sign in sheet to membership and communication chairs.
- Can also explore opportunities for workshops and other networking events/activities.
- Brainstorm speakers and topics with Committee and keep the committee informed on all events.
- A summary of Committee actions will be provided to the President and Secretary/Treasurer for the annual report to IAP2 USA.

**Scholarship/Micro-grant Convenor(s):**

- Will identify a strategy for furthering the profession with students, emerging practitioners, or under-represented groups in the community.
- Maintain a list of groups, organizations, colleges, etc. to contact throughout the

- year. Provide list to the Communications and membership convenors.
- Identify scholarship opportunities, coordinate with appropriate organizations, and administer scholarships. Organize scholarship review volunteers to ensure at least three people review the applications.
  - A summary of Committee actions will be provided to the President and Secretary/Treasurer for the annual report to IAP2 USA.
- Transition to micro-grant program will alter this description; details not yet available.

**Bend Conference Convenor(s):**

- Will identify a strategy for the conference, which will be held every other year (even years). Work with the President, Vice-President, and Secretary/Treasurer to develop the strategy, budget, and payment collection system.
- Maintain a list of groups, organizations, colleges, etc. to contact throughout the year leading up to the conference, to boost numbers of attendees. Coordinate outreach with the Communications and membership convenors.
- Using a combination of the application process and direct asks, utilize volunteers to provide presentations at the conference. An application form was created in 2016 and can be modified for future use. Select a review panel of at least three people to develop the final “run of show” for presentations. Collect presentations and post to the website.
- Develop an evaluation form and ask for attendees to complete it during the conference. 2016 template can be modified. Alert all presenters of their evaluations after the conference.
- Develop a final and draft “run of show” that includes practitioner/project awards (one for project of the year, one for innovation, one for practitioner of the year - the Wantland award). Purchase or get awards back from previous year’s awardees.
- Sheri Wantland has established connections with the hotel regarding rental rates, hotel room rates, food, etc. Utilize the information shared in 2016 to minimize work.
- A summary of Committee actions will be provided to the President and Secretary/Treasurer for the annual report to IAP2 USA. The summary and lessons learned will also be saved for the future chair of this committee.