

Weavers Way Cooperative Committee Procedures

The vitality of our Co-op community depends upon strong relationships between owners, staff and the WW board of directors. Therefore, Weavers Way supports the establishment of Committees at the intersection of these roles, to promote dialogue and undertake activities aligned with its Mission, Ends and Cooperative Principles. The following procedures articulate bylaws for WW Committees and related internal operations.

Bylaws and Procedures for Committees

Article VII - Committees

1. Committees at Weavers Way Cooperative are formed to provide integrative, organized activities and dialogue that support the mission of the Co-op and the vitality of its community.

2. Committees at the Co-op may include existing committees and any other committees formed in the future. Committees can be formed by the Board, Management or interested members with approval by the Committee Review Board. Committees may be created and/or dissolved at any time, without a change of these by-laws.
 - A “group” or club is an informal group of Co-op members who form a group around a subject matter of interest, and is not considered a committee. WW staff/management are not involved in group/clubs; groups do not submit an application to Outreach, and are usually not given a budget. Members do not receive work credit for participation in groups/clubs (under special circumstances, work credit may be provided to a member if they are the primary contact and have spearheaded a project).
 - Any group wishing to form a committee must submit a request to Outreach outlining the purpose, goals, requested budget, and requested work credit budget of the Committee. Request forms can be found in the Membership office or online at WW website.

Procedure

All non-board appointed committees shall clearly articulate a mandate or charter. The goals and activities of each committee shall be evaluated on a regular basis.

Goals

- Every year, committees must supply, in writing, yearly goals that align with WW Ends. These goals must be pursued in conjunction with management goals and in keeping with the Board Ends policy.
- All committee goals must relate explicitly to the Ends and Principles of the Co-op and support the work of the Co-op generally. The General Manager and a staff liaison will review all committee goals each year, with each committee chairperson and representatives of each committee.

Budgets

Committees can request a yearly budget to help them meet their goals. In some cases a committee will not require any funding.

- Management, including Finance, will review such goals and designate budget based on those goals. The GM, or someone he designates, gives final approval.
- The Committee along with members of WW staff will meet at least once a year to review goals and write an Ends report that will be submitted to the GM's Ends report.
- Those goals will be updated quarterly and will be reported to the Committee Review Board, which consists of the GM, Outreach Coordinator, Membership Coordinator, Marketing Director, a Board Member, appointed staff liaisons and any other interested WW staff members. All new Committees are submitted to the Committee Review Board for approval. ■

Oversight

Every committee includes a member of WW staff to act as a liaison between Co-op management, the Board and the Committee.

- The WW liaison assists in the implementation of the Committee's goals and supports its mission to reflect the Ends and Cooperative Principles.
- Management will develop clear policies defining lines of authority, accountability and communication for committees.
- The Committee shall convene at least four times per year.
- The Committee shall be comprised of no fewer than three members.
- A Chairperson will be elected for each committee by its respective members. The Chairperson will serve a one-year term, with a limit of two consecutive terms.
- The budget will be clearly written and will include the number of cooperator hours that will be allowed each year.

Agenda of Committee Meetings

Minutes of meetings must be recorded and copies given to all committee members. The minutes of the previous meeting should be read over and adopted. If a meeting is cancelled, this should be included in the Minutes.

- The committee should review the agenda and make any necessary changes.
- A committee meeting should prepare to complete its agenda in a maximum two hour timeframe, unless there is a special project or critical agenda item, in which more time is necessary for completion.

The minutes should include:

- The date, time and place of the meeting.
- A list of all members present, those who said ahead of time that they could not attend and those absent.
- All items considered.
- All decisions made, including deadlines and project coordinator.

- Copies should also be put in the Outreach files and submitted to the Board Administrator for inclusion in the next monthly WW Board Meeting Packet.

All WW Committees are encouraged to conceive and organize special events such as panel discussions, movie screenings, socials, book-signings, educational forums, outings, art events, etc. Committees who have an idea for an event must fill out and submit an Event Announcement to their staff liaison and the Committee Review Board who will confirm the date and disseminate the event details throughout relevant WW departments so that appropriate infrastructure support can be provided, such as advertising and location facilitation.

Event announcements must be submitted ninety days in advance of the desired event date, and must be approved by the Outreach Coordinator.

Role of Chairperson

The Chairperson's responsibilities:

- To call the meetings and notify all committee members.
- To prepare the agenda for the meeting.
- To make sure that the meeting keeps to the agenda and that a clear conclusion is reached on each item.
- To supply any information that is needed on any item and see that each item is discussed fully and fairly.
- To meet with WW staff liaison and the General Manager yearly to report on the progress of the committee during the year.
- To ensure that quarterly information pieces including announcements are written and submitted in timely fashion to the staff liaison as well as the Communications & Membership Departments, for print and/or social media publication, as appropriate. The Co-op cannot guarantee that it can provide all requested resources regarding announcements or events, particularly if the request is made 30 days or less prior to the event.