

Family Services Network Operating Guidelines



Family Services Network Membership

Membership may include:

- Agencies
- Businesses
- Community Members
- Educators
- Elected Officials
- Faith based organizations
- Law Enforcement Officials
- Private agency and community representatives

Responsibilities of Membership

It is expected that every member of the FSN commit to certain responsibilities. They include the following:

- Payment of dues;
- Attendance at meetings;
- Serve as indicated on the executive committee, standing committees and workgroups;
- Appointments of staff to workgroups;
- Provision of clerical and other support for workgroups;
- Commitment to reading background materials;
- Commitment to understanding issues that do not directly affect one's own organization or constituency;
- Willingness to share information and decisions with staff or constituency;
- Commitment to critically examine how business is conducted within one's own organization at times;
- Willingness to mentor new members.

Family Services Network Membership Financial Participation:

- Dues are required for full membership in order to make the FSN viable it is essential that membership dues.
- The fiscal year will start on October 1 and end on September 30 of each year.
- New members will be charged a pro-rated fee in the first fiscal year that they join the FSN.

- Dues may be paid at any time during the fiscal year but must be paid before the November meeting to retain voting privileges throughout the current fiscal year and until September 30.
- The Executive Committee will be responsible for fiduciary management of the dues.

All members will be expected to contribute to the financial support of the organization.

The following dues structure will apply:

\$2,500 – Major Contributing Members

- Branch County (Board of Commissioners)
- Branch County Department of Human Services
- Branch-Hillsdale-St. Joseph Community Health Agency
- Branch Intermediate School District
- Community Health Center of Branch County
- Pines Behavioral Health Services
- Community Action Agency of South Central Michigan

\$200 - Other Community Members (agencies, businesses, organizations, churches, etc.)

\$25 - Individual Members

Voting

Only members in good standing shall be permitted to vote at any meeting of the members, and each paying organization shall have one vote.

Executive Committee

The Executive Committee at a minimum shall consist of the Chairperson, the Vice Chairperson (or Co-Vice chairs), and the Director. All of the members of the Executive Committee will be responsible for giving support to the Director and will act as the main decision making body for the FSN. All other Executive Committee members will be titled as trustees.

All major funders (listed above) should be invited (not required) to serve as a member of the Executive Committee.

All Executive Committee members will share the responsibility of overseeing workgroup and committee establishment and progress toward goals.

Executive Committee members shall be elected bi-annually at the September meeting. The Vice Chairperson shall succeed to the Chairperson. Executive Committee members will serve in their positions for a period of two years or until their successors are elected, and their term of office shall begin at the October meeting. Two-year terms may be renewed with the consent of the person holding the office and the membership.

The Executive Committee has power to act on behalf of the general membership as necessary and when a special meeting cannot be held due to time constraints.

Director

The Director assists with the operation of the FSN and accomplishment of its purpose. The Director is responsible for facilitating collaborative and comprehensive community planning. He or she will facilitate communication and networking with agencies and organizations throughout the county, and will serve as liaison between the workgroups and committees and the FSN.

The Director will provide technical assistance to the FSN, through the preparation of descriptive materials and reports. He or she will also facilitate the investigation of new collaborative efforts and will assist with the preparation of funding proposals. The job description of the Director will be approved by the Executive Committee. The Executive Committee will evaluate the Director on an annual basis.

Responsibilities of Workgroups

The FSN may assign a project or goal to the necessary workgroup to study a priority issue or a community concern. Workgroups study the population groups or issues that they have been appointed and make recommendations in the form of action plans. The FSN approves the action plans and makes decisions regarding how the plans will be implemented. The FSN may appoint a time-limited implementation committee to monitor and evaluate the results of implementation.

Standing Committees

The FSN has standing committees for the purpose of achievement of collaborative goals and well being. The FSN shall establish the goals of each committee, and will appoint a chairperson and chairperson-elect. The chairperson of the committee will report to the FSN on a regular basis. The standing committees shall include the following committees:

- Allocation Committee
- Executive Committee
- Communications Committee

Meetings

The FSN shall meet on a bi-monthly basis, with regular day, time, and location to be determined as the Third Wednesday of each month. The Executive Committee meets monthly. Other Standing Committees and Workgroups meet as scheduled.