

Madison Cooperative Development Coalition
Interim Executive Board Proposed Responsibilities
Prepared by Ruth Rohlich
January 2019

- 1) Coordinate the formation of a full active Board for MCDC
 - Create a three year calendar for the formation of a full MCDC Board, additional Executive Board positions
 - Solidify mission and duties of Executive Board, Board and MCDC staff positions
 - Research and use best practices of other Cooperative Assistance non-profits
- 2) Legal and fiduciary duties
 - Establishing MCDC as a legally formed organization and determining the best legal structure for the organization
 - Reviewing and recommending budgets
 - Approval of major organizational decisions
 - Future planning of programs and related expenses
 - Communication of plans and progress to management and other stakeholders
- 3) Advancing the mission of MCDC
 - Defining, guiding and directing the mission of MCDC
 - Working with stakeholders to ensure proper organization and resources are defined and provided to advance the mission
- 4) Governance
 - Oversee activities of MCDC and funded stakeholders
 - Planning of programs and operations for MCDC
 - Coordination of multi community stakeholders work plans and work around the MCDC mission
- 5) Advocate for MCDC's mission
 - Help spread the word on MCDC and the City's investment
 - Fundraise and identify sources of funding for both MCDC and partner organizations
- 6) Documentation of agendas and minutes
 - With the support of the Organizational Development Specialist keep records of all meetings and decision making
 - Prepare agendas and meeting times
- 7) Planning for longevity of the project
 - Long term planning to ensure the strength of the program beyond the 5 years of the City's support
 - Supporting financial stability and organization strength of MCDC
- 8) Determine need for CEO position and/or additional MCDC staff positions

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| Executive Board Meeting | Reso Due to Legistar | Council Intro | Finance | Council Final Approval |
|--------------------------------|-----------------------------|----------------------|----------------|-------------------------------|
| Mon Jan 7 | Fri Jan 11 | Tue Jan 22 | Mon Jan 28 | Tue Feb 5 |
| Mon Jan 21 | Fri Jan 25 | Tue Feb 5 | Mon Feb 11 | Tue Feb 26 |
| Mon Feb 11 | Fri Feb 15 | Tue Feb 26 | Mon Mar 11 | Tue Mar 19 |
| Mon Feb 18 | Fri Feb 22 | Tue Mar 5 | Mon Mar 25 | Tue Apr 16 |
| Mon Mar 4 | Fri Mar 8 | Tue Mar 19 | Mon Apr 22 | Tue April 30 |
| Mon Apr 1 | Fri Apr 5 | Tue Apr 16 | Mon Apr 22 | Tue April 30 |
| Mon Apr 15 | Fri Apr 19 | Tue Apr 30 | Mon May 13 | Tue May 21 |
| Mon Apr 22 | Fri Apr 26 | Tue May 7 | Mon May 13 | Tue May 21 |
| Mon May 6 | Fri May 10 | Tue May 21 | Tue May 28 | Tue Jun 4 |
| Mon May 20 | Fri May 24 | Tue Jun 4 | Mon Jun 10 | Tue Jun 18 |
| Mon Jun 3 | Fri Jun 7 | Tue Jun 18 | Mon Jun 24 | Tue Jul 2 |
| Mon Jun 17 | Fri Jun 21 | Tue Jul 2 | Mon Jul 8 | Tue Jul 16 |
| Mon Jul 1 | Wed July 3 | Tue Jul 16 | Mon Jul 22 | Tue Aug 6 |
| Mon Jul 22 | Fri Jul 26 | Tue Aug 6 | Mon Aug 12 | Tue Sep 3 |
| Mon Aug 26 | Fri Aug 23 | Tue Sep 3 | Mon Sep 9 | Tue Sep 17 |
| Mon Sep 2 | Fri Sep 6 | Tue Sep 17 | Mon Oct 7 | Tue Oct 15 |
| Mon Sep 16 | Fri Sep 20 | Tue Oct 1 | Mon Oct 7 | Tue Oct 15 |
| Mon Sep 30 | Fri Oct 4 | Tue Oct 15 | Mon Nov 11 | Tue Nov 19 |
| Mon Oct 21 | Fri Oct 25 | Tue Nov 5 | Mon Nov 11 | Tue Nov 19 |
| Mon Nov 4 | Fri Nov 8 | Tue Nov 19 | Mon Nov 25 | Tue Dec 3 |
| Mon Nov 25 | Mon Nov 18 | Tue Dec 3 | January | January |