

**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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<b>Executive Board Meeting</b>	<b>Reso Due to Legistar</b>	<b>Council Intro</b>	<b>Finance</b>	<b>Council Final Approval</b>
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