

EAST CONTRA COSTA COMMUNITY ALLIANCE CHARTER



BACKGROUND

In 2016, a number of foundations established the East Contra Costa STRONG Nonprofits Fund, a pooled fund at the East Bay Community Foundation, with the long-term goal of strengthening the ecosystem of organizations addressing poverty in the region through the provision of direct services, community organizing, and advocacy for systems change. The Fund provided a grant to CompassPoint Nonprofit Services to convene a cohort of up to 10 small- to mid-sized nonprofit organizations to participate in a series of group learning sessions and individual coaching focused on sustainability planning.

This cohort operated in parallel with the Contra Costa Leadership Institute (CCLI), a leadership development cohort led by LeaderSpring with principal funding from the Thomas J. Long Foundation. A total of 16 organizations participated in and completed these two cohorts. Thirteen of these organizations came together in 2019 to consider opportunities for further collaboration by formalizing their relationship with one another in the form of an Alliance, ECCCA.

PURPOSE

ECCCA'S purpose is to

- **Develop a common voice** on issues affecting East Contra Costa residents, particularly those experiencing poverty, social isolation, or other obstacles to their ability to participate fully in the benefits of the community (*ADVOCATE*).
- **Share and leverage resources** among participating nonprofits and private funders, to create a more sustainable ecosystem particularly with respect to encouraging the public and private sectors to better support services to disadvantaged populations (*COLLABORATE*).

• **Build nonprofit capacity and sustainability**, understanding the important role nonprofits play in addressing the needs of the diverse members of the community (*BUILD SUSTAINABILITY*).

For more information related to Mission, Vision, and Values, visit www.ecccalliance.org

ECCCA GOVERNANCE STRUCTURE

East Contra Costa nonprofit leaders and funders are committed to working together to improve the quality of life for residents of East Contra Costa (ECC) who struggle to make ends meet. Collectively, they acknowledge a scarce funding environment relative to other Bay Area regions but also the potential to activate new and increased resources to provide services and to drive changes in local government and other systems to address racial, income, and wealth inequalities. Specifically, ECCCA can play a role in clarifying, translating, and communicating nonprofit leaders' and residents' vision of a flourishing community. A key part of growing the impact of the nonprofit sector for ECCCA is having robust governance that can enlist the talent and involvement of leaders in the community.

Membership

ECCCA's work to date has been led by its 13 founders, each representing a nonprofit, who assumed the role of a Steering Committee. The Steering Committee was responsible for the hiring of a Coordinator in 2020 and for developing the Mission, Vision, and Values for the Alliance and its Theory of Change in 2021.

Steering Committee

As noted in the earlier section, the 13 Founding members of ECCCA have served as the Steering Committee through 2022. In CY 2023, half of the SC members will remain for a second-term while the other half will be new members. This pattern of current and new members will continue in subsequent years providing continuity of leadership and expertise on the Steering Committee while new members are learning and fulfilling their new roles. The Steering Committee will have anywhere from 9-12 members.

The roles and responsibilities of Steering Committee members are as follows:

- Set the direction of ECCCA, helps establish meeting agendas and sustain active participation among members in ECCCA, manages

budget, uses networks to engage diverse community leaders in ECCCA, engage in debrief calls to reflect on previous meetings and plan for future meetings/activities, maintains up-to-date on issues, challenges, and opportunities in the external environment that may impact ECCCA's efforts, engages in branding, marketing, and promotional activities on behalf of ECCCA.

- Serve on one other Committee (described below).
- Assume other responsibilities that are deemed necessary to the proper functioning and execution of ECCCA's action plans based on the Theory of Change. Meeting notes will be maintained.

Committees

- Steering Committee members and at-large ECCCA members will be expected to serve on different committees that are established by ECCCA for purposes of implementing its overarching Theory of Change. The frequency of the meetings will be determined by each Committee based on its scope of work and established deadlines. Committees are expected to report on their activities to the Steering Committee and to the at-large ECCCA body at least once a quarter, and may include as many as 5 members in addition to Steering Committee members.
- Three Core Committees will be formed to help organize and implement the activities in ECCCA's Theory of Change, and the three Pathways. (Refer to ECCCA's Theory of Change for more detail on the Pathways, Activities, and Outcomes.):

Pathway A Committee – Improved policy advocacy capacity of ECCCA member organizations and participants

Pathway B Committee – Improved capacity to participate and take a leadership role in other advocacy efforts

Pathway C Committee – General organization capacity building of ECCCA member organizations

Based on new tasks and/or priorities that emerge, the Steering Committee might look for individuals who have specific skills and connections that are willing to contribute to ECCCA's strategic work.

Framework and Procedures for Adding New Members

Rationale for adding new members

ECCCA will benefit in the long-run from adding new members who can serve as members of the Steering Committee and/or remain as at-large members. With the addition of new members to the ECCCA roster, we will be able to reach more constituents in East Contra Costa County. New organizational members will bring programs and services that help address pressing community needs and close gaps in access and equity. By contributing to increased power and resilience through constituency building, ECCCA's brand and reputation as well as its leadership role will be further enhanced.

Benefits in advancing ECCCA's Mission and Vision

The mission, vision, and values of ECCCA can serve as a rallying point for other organizations who share ECCCA's aspirations and commitment to be a catalyst for change in the region. ECCCA's mission and vision will be fully realized when we are able to effectively implement its Theory of Change. With more organizations joining ECCCA's strategic goals to help build a region that is centered on equity and justice, the mission and vision will more than likely be realized with huge benefits for all the residents and constituents of ECC.

Process for vetting new organizations

Ensuring that ECCCA has a process in place for inviting and vetting potential organizations is one of the key responsibilities of the Steering Committee, who will delegate this role to a newly established Membership Committee. The Membership Committee has as its primary objective the outreach and recruitment of potential organizations whose purpose and leadership aligns with and reinforces ECCCA's Theory of Change. This Theory of Change is envisioned being carried out through intentional collaboration by leveraging the talent, resources, and capacities of the nonprofit community, program participants, and engaged residents.

The Membership Committee will follow the following steps in implementing its overarching objective: develop a simple application that interested organizations would be asked to complete as to why they are interested in joining forces with other ECCCA members; an informal interview with members of the Membership Committee (including ECCCA's Coordinator); presentation of candidates to the Steering Committee and the at-large ECCCA organizations; and a Letter of Commitment expressing commitment to meet required expectations (i.e. attendance at meetings, serving on committees, being

ECCCA's ambassador in the larger community); Ultimately, the Steering Committee will approve the recommendation of the Membership Committee. In order to have a more efficient process, ECCCA will consider adding several organizations at a time at a minimum once a year.

Onboarding New Organizations

The Membership Committee will also be responsible for the onboarding of new organizations thereby continuing the relationship that has already been established as part of the outreach and recruitment process. The onboarding process will provide a more thorough orientation of ECCCA's history, the development of its mission, vision, and values, and a deeper dive on its Theory of Change. Steering Committee leads on the implementation of ECCCA's Theory of Change will have a direct and important role to play in the initial orientation along with ECCCA's Coordinator. New organizations that are joining ECCCA will be encouraged to invite key staff and board members to the onboarding process. Special attention will be given to new member organizations to facilitate their full participation and integration into the ECCCA family. Steering Committee members may be asked to offer peer-to-peer support to new members that can help nurture the relationship and strengthen the ties.

New Member Expectations

ECCCA expects that all new members do their very best to attend all monthly, quarterly, and committee meetings. Participating in these meetings provides an opportunity to learn more about ECCCA's work, get to know other member organizations, and contribute to the tasks and challenges that we face in making East Contra Costa a vibrant and equitable region that leaves no resident behind. New members are strongly encouraged to bring new ideas and suggestions that will strengthen ECCCA's work, in particular, the implementation of its Theory of Change and associated short-term and long-term outcomes.

Diversity of Types of Organizations

ECCCA is committed to having a diversity of organizational representation on the Steering Committee and for the at-large membership. The priority is to provide opportunities to organizations that already have a footprint in ECC and/or are taking concrete steps to have a greater presence in ECC. In addition, ECCCA is strongly interested in attracting a pool of diverse organizations that are involved in direct services, grassroots advocacy, base building, capacity building, leadership

development, and policy think tanks. ECCCA is also open to including representatives from business, government, and philanthropy as members of the at-large group.

<https://1drv.ms/w/s!AvgbKNU9Vvp4hXM874PvpfIXhEC9?e=k8GrfC>

Statement of Commitment

Current and new members are asked to complete A Statement of Commitment which will be ratified through a follow-up communication with member organizations.

The Statement of Commitment is as follows:

Organization Annual Commitments

My organization is committed to the mission, vision, and values of ECCCA and its efforts to enable East Contra Costa residents to have political power and resilience:
As a member of ECCCA, I will aspire:

- To work together with the other ECCCA members to make a collective impact in East County communities through collaboration, leveraging and joint advocacy.
- To have a consistent (primary) organization representative with decision-making authority representing the organization at ECCCA meetings and ECCCA committee meetings.
- To attend at least 75% of all ECCCA meetings and ECCCA committee meetings.
- To participate in one of the following three pathway committees:
 - Pathway A: Improved policy advocacy capacity of ECCCA member organizations and participants
 - Pathway B: Improved capacity to participate and take a leadership role in other advocacy efforts
 - Pathway C: General organization capacity-building of ECCCA member organizations
- To honor and fulfill the expectations shared by all members around confidentiality

- To engage in good faith, with integrity and mutual respect
- To serve as a good ambassador on behalf of ECCCA

Signed: _____

Name: _____

Organization: _____

Date: _____

Decision-making

Decision-making will be made through group consensus. If consensus cannot be reached a majority vote of the Steering Committee will make the decisions.

Steering Committee Members are expected to attend regular monthly meetings and participate in decision-making affecting ECCCA. Voting rights may be restricted from those that have not attended at least 75% of the scheduled meetings. .

Meetings

Two-hour long Steering Committee meetings will take place every other month virtually or at member sites. Meeting agendas will be developed by the ECCCA Coordinator in consultation with the Steering Committee and distributed 3-5 days before the meeting.

ECCCA At-Large meetings will be held on a quarterly basis. The At-Large will include Steering Committee and non-Steering Committee members.

ECCCA committees will meet on an as needed basis.

Notes and updates from committee meetings will be reported to the Steering Committee and/or to the At-Large Committee during their respective meetings.

STAFFING

- ECCCA Coordinator
 - Develops agendas, facilitates meeting to ensure participants are willing and able to fully participate, secures and prepares meeting speakers, suggests pre-read materials or tools prior to the meeting
 - Provides reports and updates to funders of ECCCA, requests support (beyond grant funds) as needed
 - ECCCA's Coordinator will represent the Alliance in various community forums to help build and strengthen relationships with various community stakeholder and advocacy groups
 - The Coordinator takes a lead in directing the implementation of ECCCA's Theory of Change and communicating the progress of the Alliance's efforts to help generate awareness and support.

(Charter Approved March 2022)