



1.



2.



SO YOU'RE RUNNING A
SMALL BUSINESS ...

I AM?????

WHAT IS AN
AFFILIATE?

3.

AN AFFILIATE IS

- A not for profit corporation
- An independent organization who signs an annual agreement with the Academy
- Responsible for all fiscal and legal obligations

4.

AN AFFILIATE IS

- A not for profit corporation
- An independent organization who signs an annual agreement with the Academy
- Responsible for all fiscal and legal obligations



A Team Effort

5.



6.



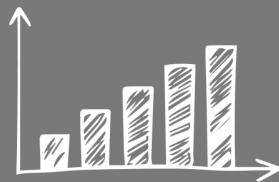
SO YOU'RE RUNNING A MISSION
DRIVEN ORGANIZATION

1

2

3

7.



SO YOU'RE RUNNING A MISSION
DRIVEN ORGANIZATION

What does that mean?

1

2

3

8.

EVALUATE YOUR MISSION

Look at:

- Academy's Mission and Vision
 - Vision: A world where all people thrive through the transformative power of food and nutrition
 - Mission: Accelerate improvements in global health and well-being through food and nutrition
- Member Input
- Board and Volunteer Input



9.

WHAT DOES A MISSION DO?

- Statement of Purpose
- Defines why you exist
- Shows what problems you hope to solve



Photo by Olav Ahrens Røtne on Unsplash

10.

GIVES DIRECTION

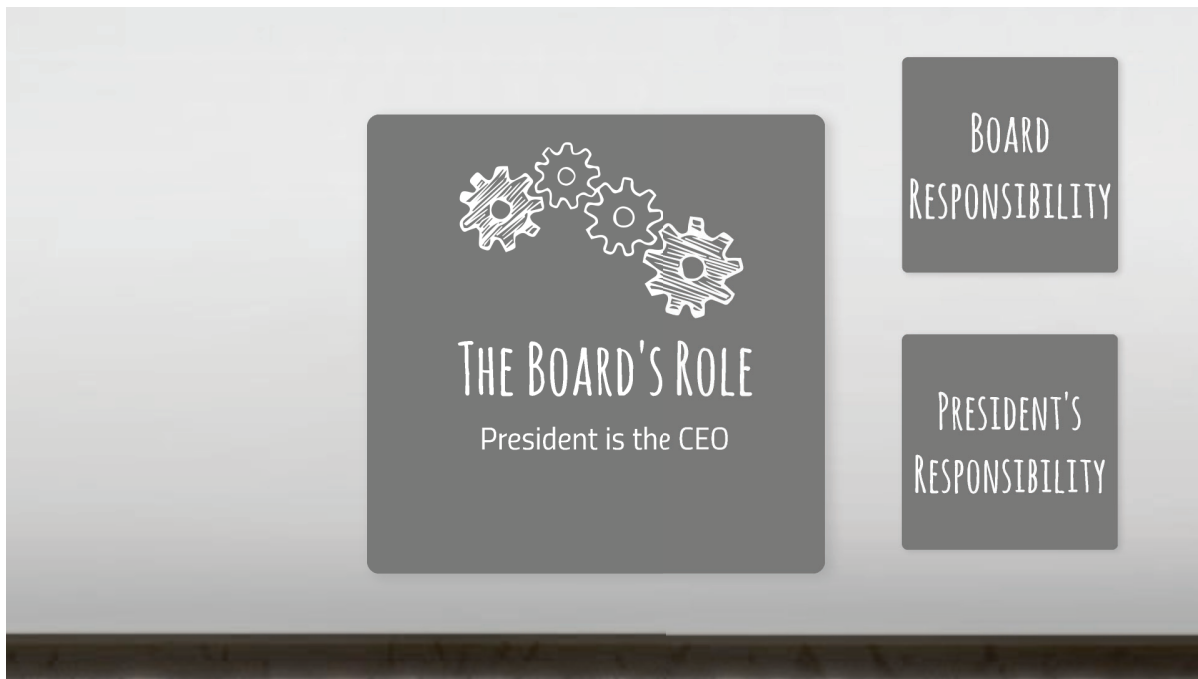
- Use to evaluate your strategic goals
- New member benefits must align with the mission
- Guides informed decision making



11.



12.



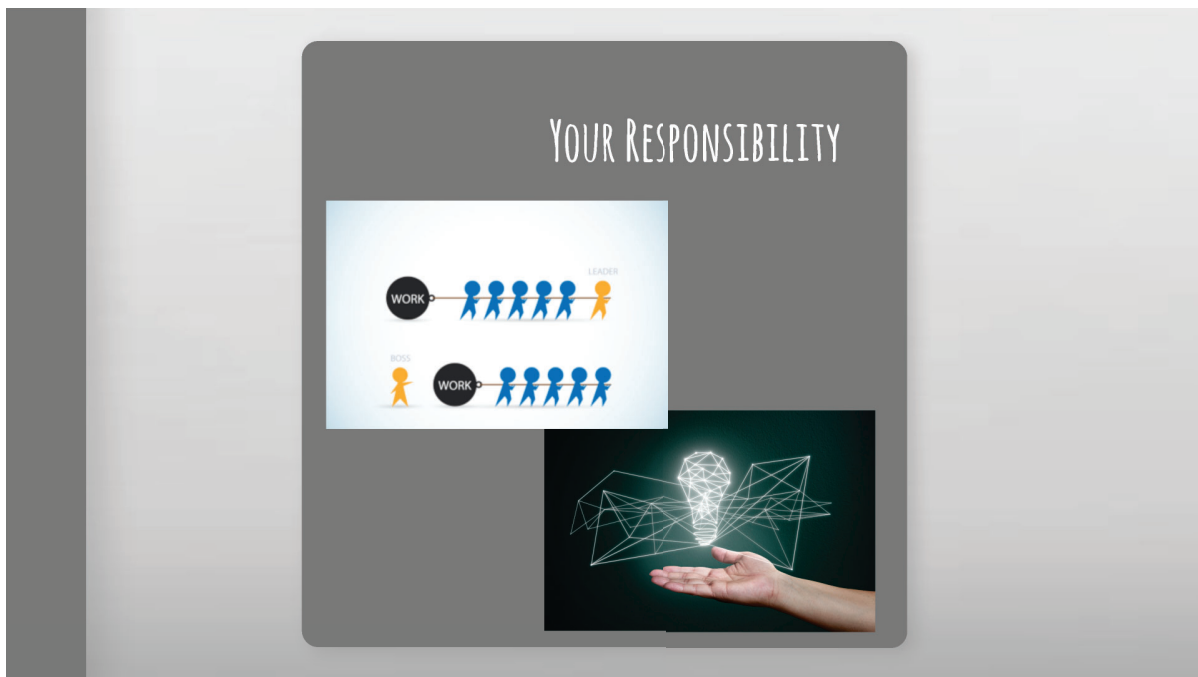
13.



14.



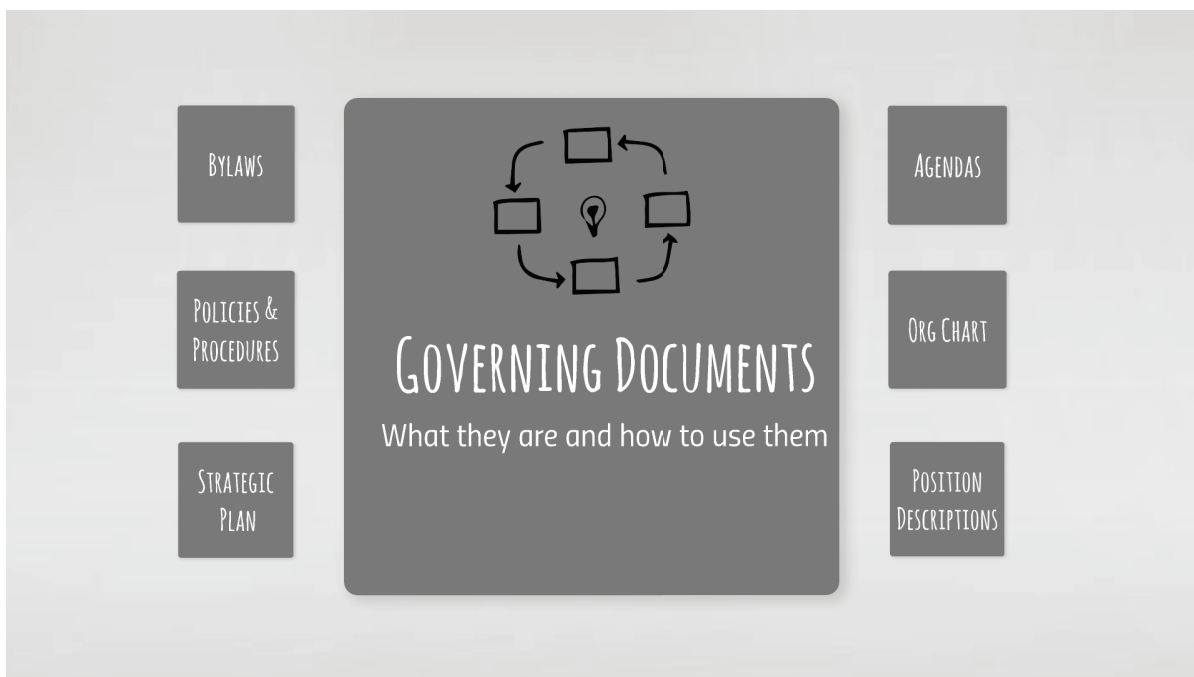
17.



18.



19.



20.

BYLAWS ARE LEGALLY BINDING SO

- Keep as general as possible
- Use as a tool to grant decision making authority to your volunteers; not restrict what they can do
- Require the board to review annually to ensure compliance
- Adjust as necessary to accommodate how your affiliate actually operates



Image courtesy of <http://www.weisspaarz.com/>

POLICIES AND PROCEDURES

Policies



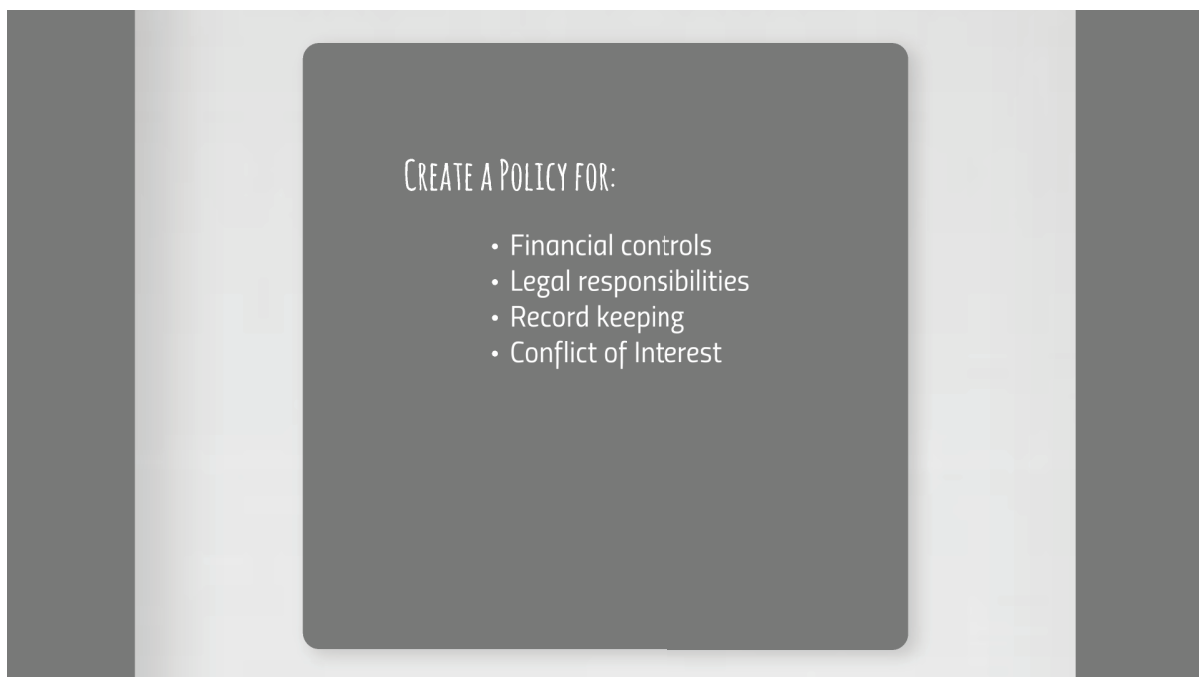
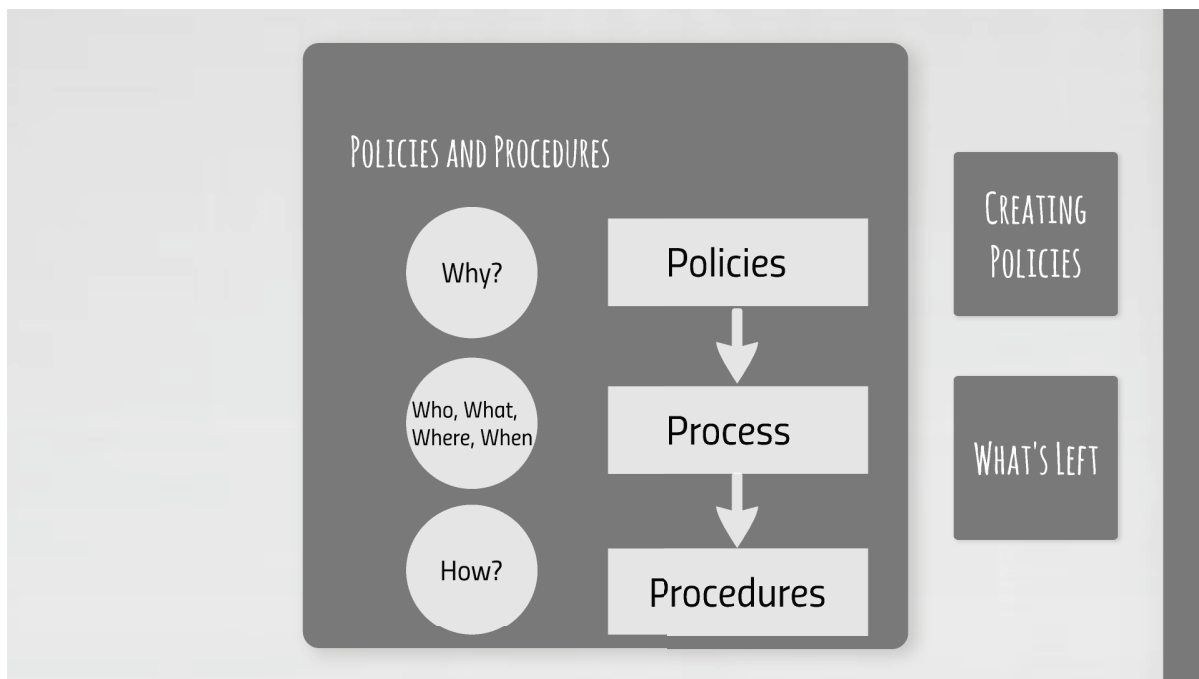
Process



Procedures

CREATING
POLICIES

WHAT'S LEFT




CREATE A POLICY FOR:

- Financial controls
- Legal responsibilities
- Record keeping
- Conflict of Interest



WHAT ABOUT EVERYTHING ELSE?

Best Practices are useful because:

- Comprehensive for each position/committee
 - Allows for flexibility
 - Less intimidating
 - Used as a living document
 - Creates an agile organization
 - Can be more comprehensive
 - Checklists
 - Key contacts
 - Templates
 - Timelines
 - Evaluation information
 - Suggestions
- 



STRATEGIC PLAN

All Goals should contribute to the Strategic Plan



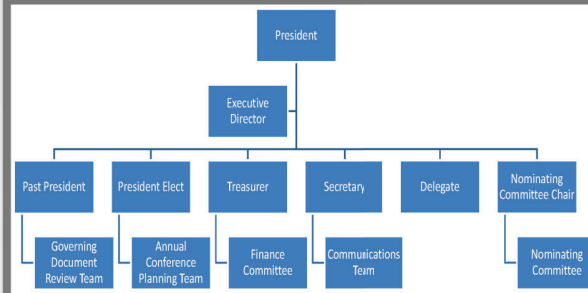
Evaluate, change, start, stop programs based on the Strategic Plan



MISSION TO AGENDAS - MAKING THE CONNECTION



ORGANIZATIONAL CHART



31.

POSITION DESCRIPTIONS



BEST PRACTICES



32.



AFFILIATE OPERATIONS



GROUP DISCUSSION

HOW TO CHOOSE: Select an area you know your affiliate needs to work on, and will be doing so in the next year. Pick 2 and we'll switch half way.

- Policies and Procedures
- Position Descriptions
- Organizational Chart/Structure
- Meeting Agendas and Minutes
- Strategic Plan