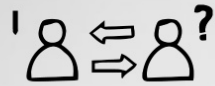


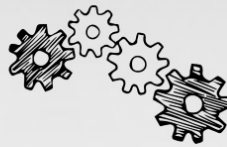
AFFILIATE OPERATIONS



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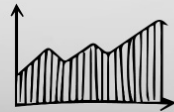
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YOUR ROLE



MISSION
DRIVEN





SO YOU'RE RUNNING A
SMALL BUSINESS ...

WHAT IS AN
AFFILIATE?



SO YOU'RE RUNNING A
SMALL BUSINESS ...

I AM??????

WHAT IS AN
AFFILIATE?

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

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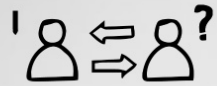


A Team Effort

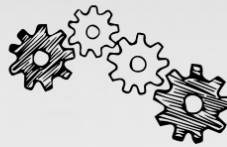
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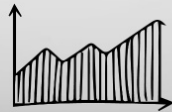
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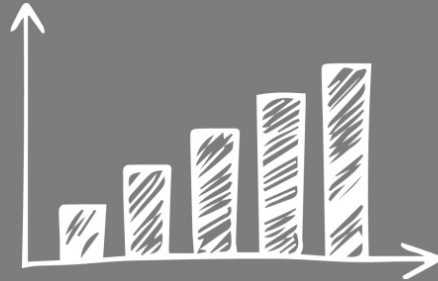


YOUR ROLE



MISSION
DRIVEN



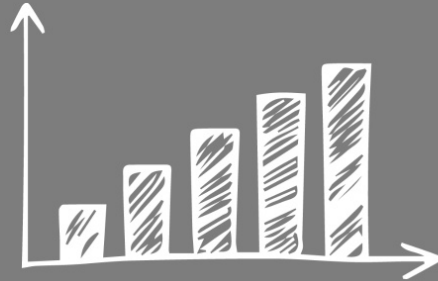


SO YOU'RE RUNNING A MISSION
DRIVEN ORGANIZATION

1

2

3



SO YOU'RE RUNNING A MISSION DRIVEN ORGANIZATION

What does that mean?

1

2

3

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



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

GIVES DIRECTION

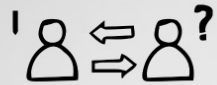
- Use to evaluate your strategic goals
- New member benefits must align with the mission
- Guides informed decision making



AFFILIATE OPERATIONS



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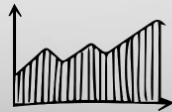
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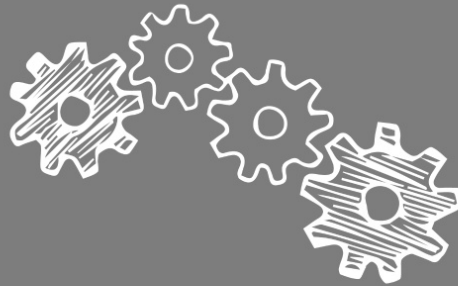


YOUR ROLE



MISSION
DRIVEN





THE BOARD'S ROLE

President is the CEO

BOARD
RESPONSIBILITY

PRESIDENT'S
RESPONSIBILITY

BOARD RESPONSIBILITY

LEGAL
OBLIGATIONS

ACADEMY
AGREEMENT

BOARD RESPONSIBILITY



Member Satisfaction

LEGAL
OBLIGATIONS

ACADEMY
AGREEMENT

BOARD RESPONSIBILITY



Member Satisfaction



Evaluate and Monitor
Programs and Benefits

LEGAL
OBLIGATIONS

ACADEMY
AGREEMENT

BOARD RESPONSIBILITY



Member Satisfaction



Evaluate and Monitor
Programs and Benefits



Fiscal Responsibility

LEGAL
OBLIGATIONS

ACADEMY
AGREEMENT

LEGAL DUTIES OF THE BOARD

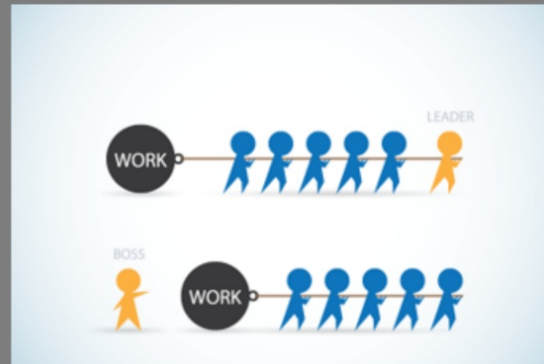
- ✓ Duty of Care – Attendance and responsiveness
- ✓ Duty of Loyalty – Perform in the best interest of the organization which prevail over individual interest
- ✓ Information Flow – The board should be informed in decision making
- ✓ Duties of Obedience – Must follow governing documents (i.e. bylaws)
- ✓ Financial Controls – In good standing and ensures internal controls

PRINCIPLES OF AFFILIATION

- Annual agreement with the Academy
 - Outlines rebate rate - currently 20%
 - Agree to align with the Academy's positions
 - Agree to manage membership via the Academy
- Submit:
 - Proof of good standing with the state
 - Latest tax returns
 - Latest version of your bylaws
 - Any district agreements



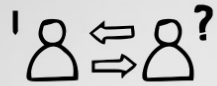
YOUR RESPONSIBILITY



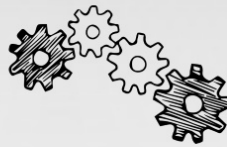
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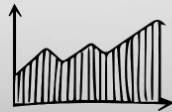
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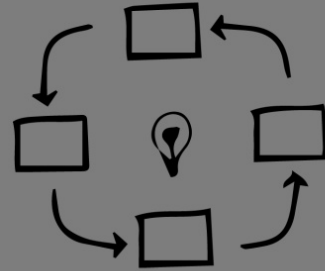
MISSION
DRIVEN



BYLAWS

POLICIES &
PROCEDURES

STRATEGIC
PLAN



GOVERNING DOCUMENTS

What they are and how to use them

AGENDAS

ORG CHART

POSITION
DESCRIPTIONS

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 awareness and 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

POLICIES AND PROCEDURES

Why?

Policies



Process



Procedures

CREATING
POLICIES

WHAT'S LEFT

POLICIES AND PROCEDURES

Why?

Who, What,
Where, When

Policies



Process



Procedures

CREATING
POLICIES

WHAT'S LEFT

POLICIES AND PROCEDURES

Why?

Who, What,
Where, When

How?

Policies



Process



Procedures

CREATING
POLICIES

WHAT'S LEFT

CREATE A POLICY FOR:

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

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



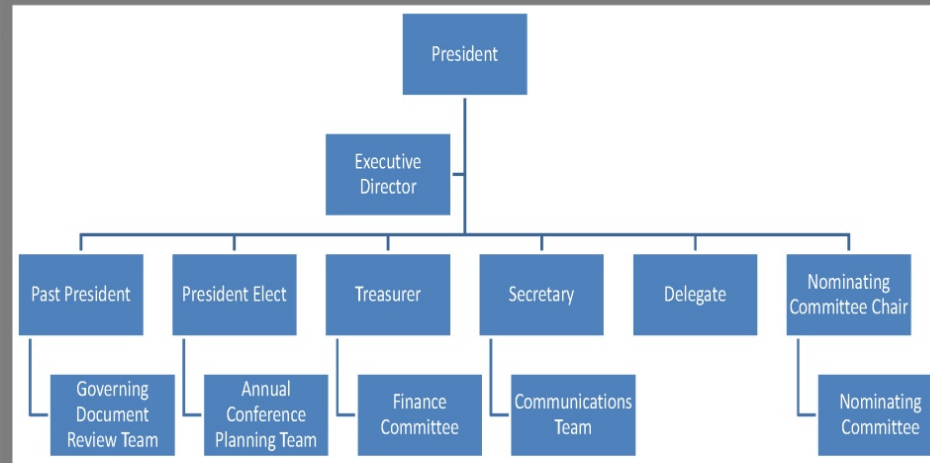
Evaluate, change, start, stop programs based on the Strategic Plan



MISSION TO AGENDAS - MAKING THE CONNECTION



ORGANIZATIONAL CHART



POSITION DESCRIPTIONS



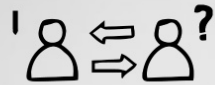
BEST PRACTICES



AFFILIATE OPERATIONS



GROUP
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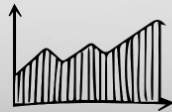
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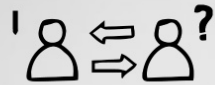


Image by Gerd Altmann from Pixabay

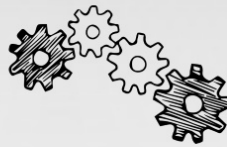
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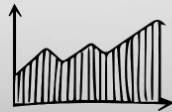
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GROUP DISCUSSION

We will be moving into breakout sessions based on geographic location. Please click yes in the two dialogue pop ups.

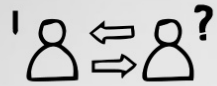
Topics:

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

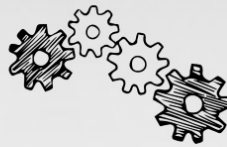
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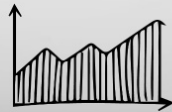
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