

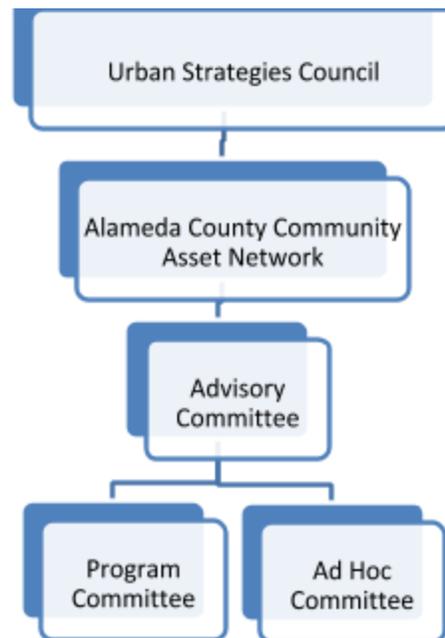


AC CAN Structure and Member Roles

June 2017

AC CAN Overview

Founded and staffed by Urban Strategies Council since 2007, Alameda County Community Asset Network (AC CAN) is a working group of service providers, credit unions and banks, community based organizations, public agencies, and base-building organizations that work in partnership to increase the income and assets of people in Alameda County. Urban Strategies sponsors AC CAN, and the Network is housed under its Income and Asset Development program.



Advisory Committee: The Advisory Committee's main responsibility is to provide strategic direction and goal setting for the Network during two retreats, held in the Spring and Fall. They also provide perspective and knowledge in their content areas to the AC CAN Staff Member as called upon to do so.

Roles of Advisory Committee Members:

- Serve as ambassadors of AC CAN by telling others about the Network, its tools and services, and connecting the Network to potential opportunities
- Brainstorm ideas and serve as a sounding board for ideas from AC CAN Staff Member
- Take an active role in hosting events related to area of expertise
- Suggest funding opportunities and provide introductions to funders, as necessary
- Recruit new member organizations which have relevance to AC CAN's current work and priorities



Alameda County Community Asset Network

Expectations of New Advisory Committee Members:

- If new member has not previously been a member of the Program Committee, they must do the following:
 - Attend at least 2 monthly Program Committee meetings
 - Attend the next Stakeholder Convening
 - Meet one-on-one with a current Advisory Committee member to learn about the history of AC CAN and the role of Advisory Committee members

Advisory Committee Composition and Governing Principles:

- AC CAN's Steering Committee meets twice per year in an extended retreat forum. Members will also be called on by AC CAN Staff Member to contribute their ideas and skills on an ad hoc basis determined by the needs of AC CAN's current projects/events.
- Members can serve on both the Advocacy Committee and the Program Committee as this will improve continuity of Network activities.
- The Committee is composed of a minimum of five Network members who represent the cross-sector nature of AC CAN's work.
- Advisory Committee members serve for three year terms, with the option to renew for one additional year, subject to a vote by the Committee.
- AC CAN intends that the Steering Committee's composition will represent Alameda County's geographical and ethnic diversity and serve the best interests of the network.

Program Committee: The Program Committee is open to all staff at AC CAN member organizations. Participating in the Committee is a way for members of AC CAN to be actively involved in the Network and its tools, as well as to learn about current trends and partners in the income and asset development landscape. All AC CAN members are encouraged to regularly attend monthly Program Committee meetings.

Roles of Program Committee Members:

- Regularly attend meetings and contribute to discussion and activity
- Serve as ambassadors of AC CAN by telling others about the Network, its tools and services, and connecting the Network to potential opportunities
- Recruit new member organizations which have relevance to AC CAN's current work and priorities
- Provide thoughtful feedback on experience of Network membership as well as issues experienced by low-income communities in the Bay Area

Program Committee Composition and Governance Principles:



Alameda County Community Asset Network

- The Program Committee is led by either one Chair or two Co-Chairs. The Committee Chair(s) can be nominated by an incumbent Chair or Co-Chair; by another AC CAN member; or through self-nomination. All such nominations will be subject to a vote by current Program Committee members.
- Program Committee Chair(s) participate for two-year terms, with the option to renew for one additional year, subject to a vote by current Program Committee members.
- All staff from AC CAN member organizations are able to attend Program Committee meetings
- Any Program Committee member who has served for at least six months can apply to join the Advisory Committee. Any interested member should notify the AC CAN Staff Member of their desire to participate.

Program Committee Office Roles and Responsibilities

Program Committee Chair -

1. Is also a member of the Advisory Committee and reports to each of the committees on activities, ideas, suggestions of the other committee
2. Oversees the logistics of committee's operations, including recruiting and scheduling guest speakers for Program Committee, in conjunction with AC CAN Staff
3. Sets tone for the committee and welcomes new members
4. Works closely with AC CAN staff to identify potential new Advisory Committee members among Program Committee
5. Co-facilitates the meetings and assigns work to the committee members where appropriate

Ad-Hoc Committees: Ad-Hoc Committees can be formed based on a need to complete a specific body of work. These are the working groups of AC CAN and are formed of staff from member organizations with interest and relevant content knowledge.

Stakeholder Convenings: Three times during the year we invite all members, partners, funders and friends for updates, discussion, and learning. The convening is a great opportunity to network and build partnerships, get access to tools and resources, and solicit membership.



Committee Structure, Responsibilities and Format

