

**Jeannette Rankin Peace Center
Coordinating Council
Job Description and Responsibilities**

The Coordinating Council shall consist of 12 members or such other number as two-thirds of the whole Council shall decide. The Council is responsible for the overall operation of the Center and its programs. Members hold final responsibility for all financial decisions and have general authority to decide all issues of policy relating the JRPC. Consensus decision making is the expected norm. Further, the Coordinating Council exists to perform the following function for the organization:

- Identify mission
- Develop plan to implement mission
- Safeguard organization assets
- Set policy
- Oversee operations
- Monitor and evaluate council and ED

Provide accountability to membership and the community

ELIGIBILITY

Council members are generally chosen from a pool of people who are active and involved in the JRPC, but exceptions can be made for those who bring a needed skill or expertise to the center. All members of the Coordinating Council are expected to maintain a current membership in the JRPC.

TERM

Each council member is elected for a term of 3 years, to begin on the first meeting attended. A member appointed to fill a vacancy shall serve the unexpired term or remaining term plus one year, whichever is longer. Each council member is eligible for re-election for an unlimited number of terms. Council members are responsible to identify, recruit and orient new members to the council on an on-going basis.

TIME

All council members are asked to contribute approximately 6-10 hours each month to JRPC. These hours may be spent at board meetings, assisting in fundraising, tabling at events, attending and/or coordinating events, volunteering at JRPC and/or the store, participating in and/or facilitating committee work, or in other program-related activities.

MEETINGS

Meetings are the principal means by which policy and decision making are made for the center. CC members are expected to regularly attend monthly meetings. Any member missing more than 2 consecutive meetings without notifying the center should discuss with the Chair whether or not they wish to remain on the CC.

FUNDRAISING

Fundraising is an important part of the Council's responsibility. CC members may be asked to plan and/or participate in various efforts to raise money for the center. In

addition, CC members serve an important role as the peace center's connection to the community. Members should learn to feel comfortable representing JRPC and its mission in the community.

BENEFITS

CC Members receive a 20% discount on purchases in the store.

ORIENTATION

All new Coordinating Council Members will be oriented to the following areas by the CC Chair, Officers, ED or other CC member:

- Overview
 - History, mission, vision, values, goals
- Council Organization
 - Meeting schedule
 - Reports
 - Committees
 - Council schedule
 - Staff and council relationship
 - Reimbursement, store discount
 - CC responsibilities
 - By-laws
- Organization's place in the Community
 - Alliances
 - Reputation
 - Projects
- Financial Review
 - Reports
 - Long-range plan
 - Funding sources
 - Budget
 - Fundraising
- Facility
 - Tour
 - Introductions
 - Organizational chart
- Resources
 - Library selections, such as "Doing Good Better"
 - Scrapbooks
 - Fellow Council members (especially Emeritus members)
 - ED and other staff
 - Westridge Creative