



## **Roles, Responsibilities and Criteria of San Francisco Latino Parity and Equity Coalition groups**

### **Co-Chairs**

**Purpose:** To serve as a direct liaison between the Concilio and the management of the Coalition, through the Coalition Coordinator. To add continuity and direction to the Concilio, Coordinator and Coalition.

**Roles & Responsibilities:** The principal role of the Co-Chairs is to manage and provide leadership to the Concilio.

**Meets:** Available for bi-weekly check-ins with the Coordinator

**Criteria:** One Co-Chair will be elected by the Coalition Membership. One Co-Chair will be recommended by the Concilio (consistent with criteria below), ratified by the Coalition Membership. 1 institutional (large budget)/ 1 compact (small budget). Minimum 1 non-male identifying member.

**Terms:** 1-year term (1x), 2-year term (1x); staggering

At the end of 1 year, 1 chair will continue for a second year as the Concilio Chair.

**Membership size:** 2

### **Concilio:**

#### **Purpose:**

The purpose of the Concilio is to ensure by collectively offering recommendations and strategy to implement directing the Coalition's mission and vision affairs, whilst meeting the appropriate interests of its members and stakeholders.

#### **Roles & Responsibilities:**

Makes recommendations to the full membership. Evaluates the progress of the Coalition. Oversees Coalition's planning efforts. Review progress of plan implementation. Develops monthly agenda. Responsibility to the community and members and not solely their respective organization.

**Meets:** Monthly

**Criteria:** Chosen by Coalition Membership.

Representation from each or as many of 5 focus neighborhoods

50% institutional (large)/50% compact (small)

Gender: minimum 50% non-male identifying

Inclusion: the Concilio will strive for representative inclusion of LGBTQIA+ and indigenous members.

**Terms:** 1 year, 2 years maximum

**Membership size:** 6

### **Workgroups**

**Purpose:** Developing a shared approach to meeting responsibilities will be crucial for the success and sustainability of our coalition. The concept behind the work groups is that we can undertake specific projects that require particular expertise/experience. This means our corresponding work

group will line up with the work your organizations are already doing and in which they are the expert (understand community need, best practices, etc).

**Roles & Responsibilities:**

Coordinate meetings and presentations specific to areas of expertise when needed. Conduct research and disseminate information. Develop effective tools and programs. Articulate strategies for the provision of services. Development of overall committee timeline.

**Criteria:** Specific to the areas of focus outlined in Strategic Plan (Housing, Immigration, Health and Wellness, Workforce Development, Education, Arts & Culture). The workgroups will aim to include and incorporate the work of already existing coalitions in their specified issue areas. Gender: no less than 1 non-male identifying participant

**Terms:** The workgroups will aim to include and incorporate the work of already existing coalitions in their specified issue areas. Their meetings will be publicly available for Coalition members and staff to attend.

**Membership size:** 6 Groups. No limit on size of membership per group.

**Meets:** No less than quarterly.

(Workgroups may be facilitated by member organizations or the Coalition staff, depending on workgroup culture, need and capacity)

**Coalition Membership**

**Purpose:** The San Francisco Latino Parity and Equity Coalition (SFLPEC) works to inform policy and budget priorities at the local level to foster the social and economic achievement of San Francisco's LatinX community. Through our advocacy, we enhance and strengthen social services and promote equity for the LatinX community.

**Roles & Responsibilities:** This is the space where we discuss pressing issues, have dialogue about how to proceed, and vote for official Coalition decisions. Coalition membership represents the interest of the community they serve first and foremost, as well as the general interests of their organization and other stakeholders. Managing a year-round planning process that is coordinated, inclusive, and outcome oriented. This would mean discussing the 5-year strategic plan into short term and long term goals that are measurable.

**Criteria:** The Coalition membership is made up of any organization/individual that has agreed to participate in our Coalition as outlined in the Memorandum of Understanding (MOU).

**Terms:** Ongoing

**Membership size:** Currently 27. No limit on size of membership.

**Meets:** Monthly. Facilitated by the Coordinator and Staff

**Coordinator and Staff**

The coordinator takes their direction from and are accountable to the Coalition Membership. The Coordinator will also serve as a check on the concilio with the interest of the greater Coalition membership in mind.

**Roles and Responsibilities** To take direction from Coalition Membership specific to their needs and interests. Maintain consistent and effective channels of communication, which is critical for building strong working relationships and a smooth functioning collaboration. Responsible for attendance and minutes of all planned meetings. Accountable Daily

## **Community**

Our work needs to be grounded in community, meaning we are working towards the needs as outlined by the community we are seeking to serve and advocate on behalf of. At all levels, the work we are doing as a Coalition shall be community informed and community engaged. We will conduct 3-4 Community Accountability sessions and focus groups per year.

