



Agreements and Guidelines

I. NAME

Community Support Network of Nevada County (CSN).

II. VISION STATEMENT

All families in Nevada County have ready access to a well-integrated and coordinated support network that is easily available and well-funded.

III. MISSION STATEMENT

The Community Support Network of Nevada County's Mission is to facilitate collaboration among public and private family support organizations so that Nevada County children, youth, and families thrive.

IV. GOALS

Capacity Building: Building CSN Partners' skills and abilities to sustain and improve their efforts in serving the community, specifically in the areas of organizational and collaborative capacity.

Service Integration: Improving and fostering communication, coordination, and collaboration of public and private agency services for families.

Networking and Advocacy: Identifying, raising awareness, building recognition, and enhancing visibility about existing and emerging issues that strengthen families and improve the health and quality of life for people in our community, especially those at risk and underserved.

V. PARTNERSHIP

The Network welcomes the interest and support of everyone.

The Community Support Network is an inclusive, voluntary association of individuals from the Nevada County community, with representation from government agencies, education

agencies, community-based organizations, businesses, parents, faith-based groups, and others interested in improving the quality of life in our community.

Partnership is not required to attend meetings, be on CSN mailing lists, or request inclusion of news items that are consistent with CSN's Vision, Mission, and Goals.

Partnership shall be open to all organizations and individuals desiring to promote the Vision, Mission, and Goals of CSN. Partners are requested and encouraged to participate in and support CSN-sponsored events.

Responsibilities include:

- share information
- network
- educate
- assess and identify issues impacting Nevada County families
- encourage collaborative efforts

CSN staff will continuously update the partnership list after each Partner meeting for email purposes. In the event that a Partner has not actively participated or made a contribution to the Network for a period of one year, that individual may be considered inactive.

An organization or individual wishing to become a CSN Partner may submit a request to the CSN-CAPC Board for consideration via web form on the csnnc.org Partner page, indicating desire to support and promote CSN's Vision, Mission, and Goals. For an organization, the request must be made by a person authorized to do so.

CSN-CAPC Board

The CSN-CAPC Board (Community Support Network-Child Abuse Prevention Council Board) shall consist of representatives of CSN Partner organizations who meet to support CSN staff and to set the agenda for the Partner meetings, based on input from Partners.

The CSN-CAPC Board shall meet monthly. The purposes of these meetings shall be:

- Conduct all business of the Child Abuse Prevention Council of Western Nevada County.
- Set the agenda for the next CSN Partner meeting, including selecting a facilitator.
- Plan for upcoming CSN Partner meetings.
- Discuss and address issues arising from the CSN Partner meetings and/or the community.
- Identify ways to strengthen capacity of CSN Partners and the community.
- Review previous CSN Partner meeting to keep meetings relevant.

CSN-CAPC Board member responsibilities/expectations include:

- Time commitment of approximately eight (8) hours per month.
- Attendance at monthly CSN Partner meetings.
- Attendance at monthly CSN-CAPC Board meetings.
- Being a liaison for an ad hoc/action committee.

- Accepting responsibility for leadership and facilitation of periodic CSN-CAPC Board & CSN Partner meetings

VI. DECISION MAKING

During Partner meetings, CSN uses consensus as its decision-making protocol for approving Partner meeting notes. In other words, action is taken only when everyone present comes to agreement. This is generally accomplished with thumb signals for decision-making.

Up = Agree, Sideways = Neutral or Okay, Down = Block

The facilitator of a discussion may choose which, if any, hand signals are used. The facilitator may consult with the CSN-CAPC Board and others before the discussion in order to make this decision.

CSN Partners agree that when there is a call for consensus after ample opportunity for thorough discussion:

- anyone who blocks the consensus works to be part of the solution, either during the meeting or in a separate action group;
- there is an expectation that five or six blocks will be a lifetime quota.

The reference document titled “Consensus Decision-Making - Overview & Process, Community Support Network of Nevada County” provides further detail of the consensus decision-making process.

VII. STAFF

CSN shall have a Coordinator who receives direction from the CSN-CAPC Board and is under the oversight of the Chair of the CSN-CAPC Board or a designee.

Coordinator’s responsibilities include:

- With CSN-CAPC Board, plan CSN Partner meeting agendas
- Take minutes at CSN-CAPC Board and CSN Partner meetings
- Maintain and update the website
- Serve as central communications hub and clearinghouse for the Network
- Maintain membership and participation records
- Support CSN Action Groups
- Other duties as assigned

VIII. MEETINGS

CSN Partner meetings are held nine times per calendar year. The Partner meetings also serve as the CAPC forum as mandated in the Welfare and Institutions Code, including the requirement for one public meeting per year.

Community Support Network of Nevada County Meeting Agreements

- Make decisions by consensus.
- Create an atmosphere of mutual respect that includes active listening and listening without judging.
- Start and end on time.
- Maintain a sense of humor and a positive attitude.
- Bring concerns to the whole group. Don't take them to the parking lot after the meeting.
- Set up the room in an inclusive way.
- Take responsibility for a task only if you have the time to accomplish it.
- Everyone is empowered to be a process observer and take ownership for the health of the meeting and is responsible for the health of the whole meeting.
- Be sensitive to others' need for more information. Make sure everyone understands. Be careful of injecting your self-interest and label it as such. Be able to articulate your agency's interest and be open to other's interests.
- Meetings are meaningful and have a shared purpose.

IX. FISCAL AGENT

The Child Abuse Prevention Council of Western Nevada County (CAPC), a 501(c)(3) entity, shall serve as the fiscal agent for the Community Support Network.

X. SIGNATURE AUTHORITY

The CSN-CAPC Board may designate one member as signatory for the group for the purposes of signing correspondence and memorandums of agreement or understanding. The signatory's name shall appear on documents requiring a signature followed by the language "designated signatory on behalf of the Community Support Network of Nevada County."

The CSN-CAPC Board shall designate the Chair and the Treasurer as bank signatories and both shall comply with bank policy to be included on the official signature card.

XI. AMENDMENTS

These Agreements and Guidelines may be amended by a proposal from the CSN-CAPC Board that is approved by consensus in a Partner meeting.