



SO, YOU WANT TO  
RUN FOR ECC?



HERE'S WHAT TO DO NEXT...

☐ Read Me

## Understand ECC's Role in ICC

Essentially, ECC exists coordinate and maintain a well-functioning board of directors. As a board officer, you will be expected to attend ECC meetings every other week to plan the board meetings, as well as engage in other work necessary to facilitate these meetings. You will also be expected to take an active role in other ICC bodies, such as membership and board committees. The following is the charter (or guidelines in the board policies) of the ECC.

### *Executive Coordinating Committee Charter*

#### Expectations:

The primary purpose of the Executive Coordinating Committee (ECC) is to provide leadership to – and coordinate the activities of – the Board as a whole to ensure excellence in fulfilling high-level governance duties.

#### The ECC will:

- Ensure that the Board maintains a well-functioning governance system.
- Meet bi-weekly to plan and prepare for effective bi-weekly Board meetings.
- Prepare for and lead discussion of Board meeting agenda items.
- Prepare a monthly committee report, verbal or written, for the Board meetings.
- Regularly assess Board performance and seek creative ways to improve.
- Continuously develop and promote leadership skills both within the ECC and the Board as a whole.
- Ensure that the connection between the board and operations is effective (e.g. appropriate information sharing to ensure accountability empowerment of staff to Board and Board to organization).
- Chair board committees as outlined in Policy C6

The Board expects ECC work to require 8-12 hours per month for ECC and board meetings. The Board expects the committee work for chairing of the board committees to require 4-12 additional hours per month.

#### Composition:

The ECC is composed of the Board officers.

#### Authority:

The ECC has no authority beyond coordinating activities except as outlined in the Bylaws.

#### Duration:

The ECC charter is indefinite (standing committee).

#### Resources:

The ECC has access to reasonable amounts of staff time and the ability to engage outside agents if within Board-approved budget limits.



## □ Step 2

### Write Your Candidate Statement

You need to write a blurb about yourself to accompany your name on the ECC election ballot. These are usually *around 300 words*, with a *maximum of 500 words*. You should include basic information about you, as well as introduce in more detail things you think members would be interested in knowing about a potential board officer. If you want help with the writing process, feel free to ask fellow members, current ECC officers, or staff. Past copies of candidate statements are also available. Below is a list of questions you might consider answering, but you can also write about anything else you think is important or relevant about yourself or ICC! You do not need to answer every question!

- Basic Information
  - Name
  - Pronouns
  - House
  - When did you move in to ICC?
  - Year and area of study in school
- What special interests or passions do you have? (*i.e. things that are potentially relevant to ICC or social justice such as sustainability, racial equity, policy, community development, accessibility, etc.*)
- Which of the new core values resonates with you the most- community, equity, or cooperation? Why?
- Why are you running for ECC?
- What perspective would you bring to ECC?
- What experiences or skills will you bring to ECC?
- What is one thing ICC does not do enough? What ideas do you have to change this?
- What is one thing ICC currently does well? How would you like to see this expanded?
- ICC identifies as an anti-racist organization. What does this mean to you?
- As an organization committed to social justice, what aspects of social justice do you think are important within ICC?
- What do you see as the biggest challenges facing ICC in the coming years?

☐ Step 3

Submit Your Candidate Statement and Photo

You need to send your candidate statement and a photo of yourself to Laura <[laura@iccaustin.coop](mailto:laura@iccaustin.coop)> **no later than the end of the work day on Tuesday, April 2nd**. The photo of you can be one a housemate or friend took of you, you took of yourself, etc. It does not need to be anything professional, just a photo that clearly helps other members put your face to your name. Once you send these two things to Laura, you're done with the necessary steps to get yourself on the ECC candidate ballot. Congrats, and thank you for putting yourself out there in an effort to become more involved in ICC.

The ballots will be sent out by ICC staff in the Weekly News on the afternoon of Thursday, April 4th. Check your inbox, and remind your housemates and other members to vote! ICC will be electing 3 candidates to start their academic-year-long terms this Fall of 2019.

Furthermore, you are invited and encouraged to come to as many of the remaining ECC or board meetings this semester as you would like.

ECC Meetings

Thursday, April 4th, 6-8pm

Tuesday, April 16th, 6-8pm

Thursday, May 2nd, 6-8pm

Board Meetings

Thursday, April 11th, 6-8pm

Thursday, April 25th, 6-8pm

