

GUIDELINES FOR THE CARE RELATIONSHIP OF COLLEGE PARK QUARTERLY MEETING WITH CORPORATIONS UNDER ITS CARE

*** * ABBREVIATED VERSION 10/17/2013 * ***

We recommend the following measures to assist the corporations and the Quarter in fulfilling many of the stated needs and desires.

Expectations of the Corporations and CPQM

For a corporation to be considered under the care of College Park Quarterly Meeting the mutual expectations are:

A. Expectations of the corporations:

1. Utilize Quaker business practices in its decision making.
2. Maintain a board at least half of whose members are Quakers (members or active attenders). Consider past experience and skill in Quaker business practices as one factor in selecting a Board Clerk. Provide skill development support for any Board Clerk that is not already experienced in Quaker business practices.
3. Hold Quaker testimonies at the forefront of its mission and operation, e.g. in governance practices, socially responsible investing and purchasing and environmental responsibility.
4. Offer opportunities for Quaker worship at their respective facilities.
5. Make an effort to hire staff who will work well within a community based upon the values and practices of the Religious Society of Friends. Advertise positions in places where individuals with Quaker connections are likely to notice (e.g. Western Friend and Friends Journal).
6. Provide the Quarter with a copy of the current by-laws of the corporation and a roster of the board members on a yearly basis. These are sent to the Clerk of the Quarterly Meeting.
7. Provide a yearly report (more often if needed) to CPQM's Nominating Committee naming new nominees with short biographical information for each, noting nominees to serve additional terms and naming any resignations. Each corporation should expect to hear from CPQM's Nominating Committee within three weeks of receipt of said report should any concerns arise regarding those nominated.
8. Make an annual status report, including financial information, to CPQM (CPFEA in the fall, FASE in the winter and BLQC in the spring). Some board members of the corporation in question commit to attending that session of the Quarterly Meeting, participating in a question and answer time and an afternoon interest group.

B. Expectations of College Park Quarterly Meeting:

1. The Clerk of CPQM builds into the plenary session agenda an opportunity for questions and answers directed to representatives of the corporation who are present.
2. The Quarterly Meeting planning committee arranges for the reporting corporation to host an interest group for Friends who wish to learn more and/or share concerns about that particular corporation.

3. One member of the CPQM Nominating Committee also serves as liaison for each of the three corporation's Nominating Committee. It is expected that this liaison will be active in recommending potential Board members to the corporation.
4. The CPQM Nominating Committee considers reports referenced in #7 above and, if so mandated by the bylaws of the respective corporation, seeks approval of same at CPQM's next scheduled session. Whether or not CPQM approval is sought, each corporation's new nominees are reported to those gathered at the session and recorded in the minutes. CPQM's Nominating Committee communicates with the Clerk of the Nominating Committee of each corporation within three weeks of receipt of said report should any concerns arise regarding those nominated.
5. At least one member of either CPQM's Nominating Committee or Ministry and Oversight Committee attends a minimum of one board meeting of each of the corporations yearly.
6. The Quarterly Meeting is expected to develop means to help the corporations to share their mission and programs with Monthly Meetings and other constituencies within the Quarter, thus strengthening relationships. .
7. The Clerk of CPQM, its Ministry and Oversight Clerk and its Nominating Committee Clerk are encouraged to maintain intentional dialogue with the clerks of each corporation's board with the goal of identifying mutual concerns and areas of cooperation.

Process for addressing crisis situations or concerns from stakeholders:

Quarterly Meeting assistance in addressing crisis situations or concerns from stakeholders, including recipients of services, family members, staff, and Board members, is likely to be the most difficult aspect of the mutual relationship. The corporation should recognize that the Quarter may be approached by any stakeholders and it strives to listen carefully and without prejudice to all viewpoints. It is of benefit to both parties for the corporation to have in place fair and accessible internal grievance procedures and conflict resolution procedures so that issues can be resolved before stakeholders bring concerns to the Quarterly Meeting.

Should concerns arise related to the board, staff or operations of any of the corporations from any stakeholder who holds an interest in the facilities or programs, the individual is expected to:

- First follow the internal grievance procedures or conflict resolution procedures established by the Corporation.
- If a resolution is not forthcoming, then bring the concern to the attention of an appointed ombudsman, Clerk of the Board, or a relevant Board member.
- If a resolution is still not forthcoming, the individual is expected to take the concern to the Clerk of the Nominating Committee of the corporation or to the clerk of any other standing committee.
- The individual and/or clerk or ombudsman may ask a mutually acceptable third person to meet with them to hear the concern.
- If resolution is not forthcoming, the concern should be brought by both parties to the Clerk of the Quarterly Meeting who will assist in determining next steps toward resolution. A mutually acceptable third (fourth) party may also be utilized in this instance.
- If a concern is brought to the attention of the Clerk of the Quarter or the Clerk of M&O, the first question asked should seek to ascertain whether the above steps have been taken.