

POCIS Seattle: Membership Terms and Agreements

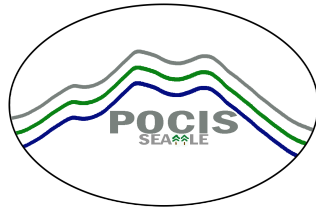
Membership Terms

- **School Eligibility and Readiness**
 - NWAIS-accredited independent schools.
 - Member schools are required to designate at least one representative (ideally a BIPOC DEI employee) to be the contact person, participate in committees, and attend meetings.
 - DEI practitioners and people of color representing schools have priority to lead subgroups and serve on the steering committee. We see this as a leadership and networking opportunity for educators of color in independent schools, therefore we prioritize their involvement as professional development.
 - Steering committee meetings require representation from each subcommittee, chair, vice chair or a subcommittee member.

- **Commitment to Programming**
 - POCIS Seattle programming is managed and governed by the steering committee.
 - Inquiries about any POCIS Seattle programming are made directly to the steering committee.
 - Membership costs depend on an equitable tier system based on enrollment of the member schools.
 - Membership fees grant access to all POCIS Seattle programming.
 - Agreement to follow promotional language and brand guidelines as set by the marketing subcommittee.

Membership Responsibilities

- Member schools agree to the terms of and responsibilities of membership, sign the member agreement, and pay membership dues.
- Membership renewal will be sent out every year by the end of June with a registration window between July 1 and August 20.
- At least one representative from each member school (ideally a BIPOC DEI employee) attends the general membership meetings (every six weeks).
- Representatives from schools serve on subcommittees. We ask that member schools prioritize BIPOC DEI practitioners or BIPOC employees as representatives for POCIS Seattle programming.
- Member schools promote POCIS Seattle events and programming with employees and families, including the promotion of the Speaker Series as a free program, open to the public.



- Member schools abide by member agreements outlined in the membership agreement.
- Cancellation during mid-year programming applies to the following school year, and no refunds are issued.
- Should there be any changes in representation, it is the responsibility of the member school to replace their representative and notify the POCIS Seattle steering committee of the transition.

Expectations of Engagement:

Steering Committee and Subcommittees of POCIS Seattle Programs

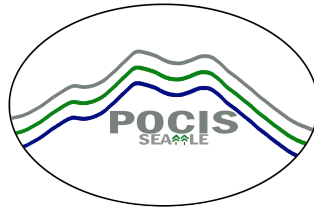
These agreements support our work together as we create space and provide programming for our families and communities to learn and grow together. As members of POCIS Seattle, we agree to enter our space in the spirit of dialogue, respect, and a responsibility to ourselves and each other. In our work together:

- We value and appreciate the commitment and work of our allies, but we request that people of color be the stewards of the decision-making and programming.
- We are open and transparent with each other at all times.
- We listen to, understand, and are open to differing perspectives and ideas.
- We respect each other's contributions without judgment.
- We consider intention and impact, understanding that impact matters and should be addressed.
- We are self-aware of what we represent, our positionality, and how we engage in our space.
- We honor confidentiality.

Membership Re-enrollment / Registration

- **Membership Registration:** Schools enroll for POCIS Seattle every year and pay membership fees annually between July 1 and August 20.
- **The term of membership** is July 1 to June 30 every year.
- **Fee structure for membership:** Fees are determined by enrollment numbers. The tiers for the 2023-24 school year are as follows:
 - 200 or less students: \$1,400
 - 201–400 students: \$2,000
 - 401+ students: \$2,400

Committees: Nominations, Terms, and Responsibilities



Timeline

- March: Members of the committees submit nominations for chairs of the subcommittees.
- April: Steering committee and representatives from schools not on the steering committee vote on new subcommittee chairs and vice chairs.
- May: Steering committee notifies new committee members.
- Outgoing chairs and vice chairs committee members onboard incoming members to their roles when necessary during the year.

Committees

A. Steering Committee

The POCIS Seattle steering committee consists of the POCIS Seattle chair and vice chair, and the chairs and vice chairs of all subcommittees.

B. Subcommittees for POCIS Seattle

- POCIS Seattle membership, policies, and procedures
- Marketing and communication
- Finance and accounting

C. Subcommittees for POCIS Seattle Programs

- Speaker Series
- BIPOC Voices
- Black Educators' Socials
- Diversity Career Fair
- Job Board
- Admissions Panel
- Practitioner Think Tank
- Families of Color Mixers

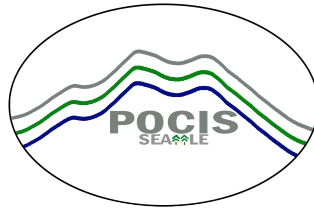
Becoming a Member of the Steering Committee

To be nominated as a chair or vice chair of the steering committee, one must be a chair or vice chair of a subcommittee.

- Candidates may nominate themselves or may be nominated by subcommittee members and/or by sitting steering committee members.
- Steering committee terms are three years.
- No steering committee member will serve more than two consecutive terms of three years in the same role.

Steering Committee Member Responsibilities

- Chair or vice chair a subcommittee.
- Host frequent meetings with subcommittee.
- Oversee subcommittee's projects, events, programming.



- Attend steering committee meetings and represent their program.
- Participate and support events and programming for POCIS Seattle (this may include, but is not limited to, event management, logistical support, and promoting POCIS Seattle).

Steering Committee Duties

- The steering committee shall have and exercise all powers of the governance and direction of the affairs of POCIS Seattle programming.
- The steering committee shall make all rules and regulations which it deems necessary or proper for the governance of POCIS Seattle for the due and orderly conduct of its affairs. The decision-making process aims for consensus, but moves forward with a majority when that is not possible.
- The steering committee responsibilities that shall not be delegated include, but are not limited to, the following:
 - Approval of the strategic direction of POCIS Seattle.
 - Control and disposition of POCIS Seattle's funds through the approval of POCIS Seattle's annual budget.
 - Election of steering committee members and committee chairs at the general meeting of the steering committee.
 - Attendance at general meetings of the steering committee and all membership meetings.
 - Approval of all committee chairpersons and membership of all established committees.
 - Establishment, from time to time, of policy concerning requirements, qualifications, and responsibilities.

Resignation and Removal

A steering committee member may resign at any time or may be considered for removal by the steering committee upon recommendation by any steering committee member or committee chair to the steering committee.

Emeritus Steering Committee Members (Honorary)

The steering committee may honor past members of the committee and chairs who have shown extraordinary leadership over a sustained period with election to the title of emeritus. Any elected committee member may recommend a candidate for emeritus and the steering committee must vote on the selection. The term for an emeritus member is one year. Emeritus members are not eligible to be chairs or vice chairs of subcommittees, and serve as honorary members with no voting privileges.

May 25, 2023