



## **Transition Cornwall+ Steering Group Guidelines.**

**Approved March 11, 2021**

### **A. Purpose:**

1. Help to build networks, coalitions, and partnerships for 9% reduction of CO<sub>2</sub> annually for the next decade.
2. Explore and promote new ideas such as energy conservation, green investments, urban agriculture, regenerative farming, circular economy, collectives, gift circles, guerilla gardening etc.
3. Provide direction to and feedback from Action Groups as required or requested in relation to activities and projects.
4. Financial - fundraising for our projects, institutional, private and coordinating budgets of action groups.
5. Ensure appropriate liability insurance is provided for all Steering and Action Group activities.
6. Promote education and knowledge sharing through events, on-line and print media and talks or interviews on a regular basis.
7. Act as a working group of the Social Development Council of Cornwall and Area with one appointee to the SDC Board of Directors.
8. One appointee to sit on the City of Cornwall Environment and Climate Change Committee.
9. One appointee to sit on the St. Lawrence River Restoration Council.

### **B. Composition of group:**

1. Maximum of 10 voting members on group (recommended by Transition Network).
2. Include representation from each Action Group - can be on a rotating basis if desired.
3. New members: When an opening occurs, new members can be proposed by either a member of the Steering Committee or a member of an Action Group and confirmed through majority approval.
4. Strive toward a more diverse community membership by including service clubs, the arts, food bank, newcomer (immigrant) community, Akwesasne, Chamber of Commerce, library, educational institutions (SLC, high schools), Ontario Farmer's Union etc.
5. Include as many of the skills required (see Appendix 'A' below) as possible.
6. Extend invitation to other Action Group members who may wish to sit in as guests at meetings.
7. Elect/appoint each year (in January) the executive, consisting of Chair, Vice Chair, Secretary and Treasurer through a motion.
8. Revisions to the guidelines can be made with the majority approval of the Steering Group at each January Meeting.

### **C. Meeting Schedule:**

1. Meeting in person or virtually once every two months – the second Tuesday or Thursday in the month unless otherwise agreed.
2. Video meeting on alternate months for items of a more urgent nature.
3. One additional strategy meeting per year (in January) to plan for the future and set intention for the coming year.

### **D. Meeting agenda content and focus:**

1. Meet via video or in-person (aim for meetings of 3 hours or less)
2. Meet in partners' boardrooms and/or SDC boardroom.
3. Receive summaries from action groups submitted beforehand to be briefly reviewed at meetings.
4. Allow bulk of time primarily for brainstorming and networking.
5. Set a time limit for individuals to speak.

### **E. Respectful behavior:**

Transition Cornwall+ is committed to promoting a safe, healthy, respectful, and positive environment. Mutual respect, along with cooperation and understanding, must be the basis of interaction between volunteers, staff as applicable, and members of the public.

Transition Cornwall+ will neither tolerate nor condone behaviour that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment.

### **Appendix 'A': Skills required:**

*Transition Cornwall+ needs many different kinds of people to be successful.*

*Here's a list of skills or qualities that we have found to be really helpful.*

*As members of the group come and go we must try to ensure we keep these skills within the members. People can develop skills as needed and we can always ask people for specific help*

- a. Skills in organising: managing projects, getting a group to work well, coordinating different people's activities, working with volunteers*
- b. People skills: being friendly and welcoming, working with different outlooks, culture and worldviews, knowing how to work well with differences and conflict*
- c. Skills in running effective, enjoyable meetings: setting up and running meetings, and developing how the group works*
- d. Designing and running good events: public speaking, booking rooms, showing DVDs, running Open Space, facilitating discussions*
- e. Experience of networking: with existing organisations and people*
- f. Publicity skills: contacting press, designing posters and flyers, writing blogs and using social media, photography.*
- g. Managing information: email lists, bulletins, phone lists*
- h. Designing and maintaining websites*
- i. Connections with and knowledge of local community groups*
- j. Knowledge of local history and local issues*

*As well as gathering together the right skills, it's also helpful to include people who are:*

- a. Able to dedicate some of their time to the work of Transition Cornwall+*
- b. Fun: they know how to make this kind of work enjoyable*
- c. Reliable: they do what they say they'll do •*
- d. On the same page: they share some understanding of the reasons why Transition Cornwall+ is needed, and what it is*
- e. Caring: are realistic about what a group of volunteers can do, and pay attention to well being*
- f. Inclusive: they're good at including others, so one or two don't dominate the group or its decisions - an awareness of issues around power, privilege and rank and how this impacts on both our groups and more widely*