



North Perth Community of Character  
Character Council  
Partnering Policy

### Policy Purpose

Partnerships place formal obligations and risks upon the North Perth Community of Character. Therefore, the Community of Character will enter into partnerships only if the conditions in this policy are met and the partnership fits The Community of Character's mission and mandates.

### Advisory groups, reference groups and task forces

The Community of Character clearly distinguishes between Partnerships (in which the Community of Character has formal obligations, roles and responsibilities) and Advisory groups, reference groups, task forces, etc. When the Community of Character participates in advisory groups, reference groups, task forces, etc. there are no formal obligations placed on our organization. Participants are there only to give advice and feedback. The Community of Character board and staff participate in advisory groups, reference groups, task forces, etc. based on their capacity to participate and the needs of education/employment sector(s) and our service communities.

No formal agreements or board permission are necessary to participate in advisory groups, reference groups, task forces, etc. since the Community of Character is not formally bound nor does it have any legal obligations based upon its participation. Participation by any staff or board member will happen at the discretion of the Co-ordinator.

### Partnerships

The Community of Character will not consider entering into partnerships without a formal business plan or a project proposal being prepared by the organization requesting a partnership or by the Community of Character itself. This documentation must include the roles, responsibilities, goals, timeframes, project finances, financial compensation, project management strategy, staffing plans, etc.

The Community of Character will not enter into any partnerships if the project's goals do not clearly fit with our mission statement and our mandates.

The Community of Character will not enter into any partnerships unless it has both the board and staff capacity to effectively participate in the partnership.

The organization requesting the partnership must develop a formal draft partnership agreement that clearly spells out roles, responsibilities, timelines, communication process, staffing and finances. All partners will review and amend this agreement as appropriate and will formally sign this document before any partnership begins. The agreement must include the Community of Character's right to dissolve a partnership if a partner is not adhering to the agreement.

Communication is critical to the success of any partnership. The party requesting the partnership must develop a plan for how information will be shared over the duration of the partnership. This plan must be reviewed and approved by the Community of Character. Partnering organizations will provide the Community of Character Co-ordinator with update reports at mutually agreed upon timeframes.

The organization requesting the partnership must have a sound track record in project management and organizational management.

The following "Partnership Checklist" will be filled out by the Community of Character Co-ordinator. If the risk is deemed by the Co-ordinator to be low (financial, reputation, capacity, etc.) after filling out the checklist, the Co-ordinator may proceed with the partnership without board approval. However, if there is a medium to high degree to risk, then board approval is needed. Financial Policy guidelines must be adhered to regarding signing authority and limitations.

If a partnership is deemed to be failing, the partnership agreement will be mutually reviewed to determine whether the principles are being adhered to. Based on this review, the Community of Character board and staff will decide what action to take (remedial action or discontinue the partnership).

Date of Adoption: \_\_\_\_\_ May 19, 2020 \_\_\_\_\_

Date of Last Review: \_\_\_\_\_ May 19, 2020 \_\_\_\_\_

Signature of Character Council Chair: \_\_\_\_\_ Sue Shepski \_\_\_\_\_

## The Community of Character's Partnership Checklist

Name of person completing Checklist:

Date:

Item for Review	Yes/No
1. Has a formal business plan or project proposal been prepared by the organization requesting a partnership and shared with the Community of Character?	
2. Based on this business plan or project proposal, does the Community of Character see an appropriate, manageable and beneficial partnership role for our organization?	
3. Does the proposed initiative clearly fit with the Community of Character's mission, mandates and goals?	
4. Will a partnership provide significant benefits to the Community of Character and the community?	
5. Has a draft partnership agreement been prepared by the organization requesting the partnership? Does the Community of Character approve of the terms and conditions of the partnership agreement?	
6. Has the Community of Character's proposed role in the partnership been clearly articulated in writing? Are we comfortable with that role?	
7. Does the Community of Character have the board and staff capacity and any other required resources to fulfill our proposed role in the partnership?	
8. Will the Community of Character's involvement in the proposed initiative maintain The Community of Character's reputation?	
9. Does a high level of organizational trust exist between the Community of Character and any proposed partners?	
10. Will the Community of Character receive adequate compensation for its role / work in the partnership?	
11. Do the proposed partners have complementary visions and missions? Sample Policies and Procedures	
12. Does the proposed partner have a sound track record in managing their organization? Is there clear evidence that that the organization has the capacity to carry out this project / initiative?)	
13. the Community of Character believes in ongoing communication: internally, with the literacy/employment field(s), with funders and between any partners. Is there a communication plan for the project that is agreeable to the Community of Character? Does the proposed partner have a strong track record in effective communication?	

Overall assessment and recommendation:

Areas of significant concern and action (if any) that can be taken to correct the concerns:

Is this a low-to-high risk partnership that needs to go to the board for formal approval? What level of financial approval is required?