



Katahdin Collaborative Structure, Leadership, and Engagement Agreement

In 2015, the Katahdin Collaborative started as a network of individuals and groups interested in community and economic development in the Katahdin region. The intent is not to duplicate or replace the unique work of any individual group but to encourage communication, collaboration and leverage resources across the region.

In the fall of 2019 following the creation of the Katahdin Gazetteer: A roadmap to the future - a regional vision and action plan - the Collaborative formalized a structure to support working together. Collaborators agree to uphold the guiding principles, simple rules, engage at a level that is sustainable, and commit to the shared vision as outlined in the Gazetteer. We committed to evaluate these processes and structure and will adjust as necessary to meet the needs of the Collaborative.

Guiding Principles

- Operate from a place of abundance rather than scarcity with an eye towards collaboration
- Assume positive intent
- Compulsively connect “like” work in the region to help reduce unhelpful redundancies
- Be curious about one another’s focus and work
- Look for opportunities to work with others rather than working alone
- Listen for understanding

Simple rules

- Arrive prepared
- Be respectful
- Attend quarterly meetings
- Share
- Build trust

Engagement Ladder

The Katahdin Collaborative is evolving to meet the needs of the network working collectively to implement actions from the Gazetteer and beyond. It is important to define the roles and responsibilities for each participant, and to recognize that individuals and organizations have differing capacities. With this in mind, please commit to a level of engagement that you feel is sustainable:

Option 1: Ambassador

The role of the Ambassador is the foundation of everything that happens at the Katahdin Collaborative.

The vision of good for this role includes:

- Agree to the guiding principles and simple rules
- Follow the work of the Collaborative, fellow Ambassadors, and Collaborators
- Proactive sharing with the Collaborative and with your own networks
- Volunteer for Gazetteer projects when possible
- Attend quarterly meetings

Option 2: Collaborator

The role of Collaborator is to support the efforts of the Collaborative through active and consistent engagement with the other participants on a regular basis. The Collaborator will have the ability to vote (1 vote per individual or organization).

The vision of good for this role builds on the role of the Ambassador and also includes:

- Help the Collaborative to build an inventory of skills by identifying your unique strengths and contributions (planned or otherwise) that can be used in support of the Gazetteer and the network
- Catalyze the network by bringing new participants into the network and facilitating connections between network participants
- Support collaborations, communications, networking
- Commitment to consistent participation
- Contributing to, endorsing, or leading projects and initiatives within the Gazetteer
- Sign conflict of interest policy

Benefits:

- Voting
- Use of Katahdin Collaborative logo
- Listed on Katahdin Collaborative website

Option 3: Steering Committee

The Steering Committee is made up of 6 Collaborators who have self-nominated and voted in. The Steering Committee will select officers. The role of the Steering Committee is to distill and focus the direction of the Collaborative, and to grow its capacity.

The vision of good for this role builds on the Collaborators and includes:

- Serve for a 1, 2, or 3 year term
- Hold quarterly full Collaborative meetings
- Attend weekly Steering Committee meetings for the first 9-12 weeks after establishment, then as needed
- Distill and focus the direction of the Collaborative
- Represent the Katahdin Collaborative at events, per invitation
- Officers:
 - Co-chairs (one North/one South)
 - Treasurer
 - Secretary
- Financial oversight
 - Sign agreements - Co-chairs
 - Approve invoices - Treasurer
 - Grant reporting oversight

- Communication with fiscal sponsor
- Subset of three members will check in with the hired capacity on a weekly basis for the first 2-3 months
 - Onboarding of hired capacity, including contract description, hiring process, and contract work plan

Decision Making Principles

1. Subcommittees will make recommendations for making collective fiduciary decisions
2. Goal of consensus (I can live with it)
3. Only if consensus cannot be reached, super majority, 80% vote of Collaborators through online voting
4. Each Collaborator (individual or organization) gets one vote

Shared capacity to meet overarching needs of Collaborative

Together, we can accomplish more. Having a functioning network that allows Collaborators to realize the benefits of participating requires all of us to be eager to learn and commit our own skills, capacity and/or resources at a level that is sustainable. As you consider your contribution and level of engagement, please reflect on the shared purpose of the Collaborative.

- Convene:
 - Facilitate Collaborative meetings and work group meetings
 - Take notes to facilitate shared learning
- Catalyze:
 - Support onboarding of new Collaborators
 - Facilitate connections between Collaborators
 - Network weaving: support Collaborators to more deeply connect themselves/ their organizations with the work of the Collaborative
- Coordinate:
 - Development of shared work plan
 - Place to identify and sequence work plans
- Communicate:
 - Share stories
 - Spread the word
- Comfort:
 - Make food for meetings
 - Take care of each other
- Network mapping
 - ID Collaborators
 - Track connectivity
 - Track actions ongoing and planned (from Katahdin Gazetteer)

Select your level of Engagement and sign up to participate in the Katahdin Collaborative by filling out the Engagement Form (link:

<https://forms.gle/hYpU3xuWx37LEZt97>)