

# Partnership Organization & Procedures

### **Define operating procedures with your partners.**

When working with partners—new and familiar—defining operating procedures sometimes feels like something that will happen organically along the way, but making a plan early and collaboratively can help to avoid confusion and miscommunication down the line. Use the prompts below to think through the practices, habits, and commitments that will help your team feel comfortable and be productive—you don't need make all of these decisions at the outset, but over time, all must be resolved.

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Should you plan or adjust the partnership's organizational structure or procedures to match its complexity? You need not make all of these decisions at the outset, but over time, all must be resolved.

How will we handle decision-making: by consensus, voting, delegation to a leader?

How will we meet: frequency, location, formality, accessibility, hospitality?

How will we communicate? Face-to-face in meetings, email, social media, etc.

How will we document plans, decisions, progress, and results?

How will we make financial decisions: budgeting, accounting, authorizing spending, who pays, who gets paid?

Fundraising: who asks?