

## Working Groups Overview

**Working Groups** are places for MCF members to explore issues together from a public policy and systems change angle. Working groups engage in peer learning and networking, promote awareness of the issue among other grantmakers, and develop policy reform recommendations for MCF's public policy agenda. The issue focus of the working group must align with MCF's public policy goal of creating a more prosperous, inclusive, and equitable Minnesota by eliminating disparities. MCF support for working groups is a member benefit.



### What does a working group look like?

- **How to Participate:** Connect at working group meetings/calls, in-person at the group's annual issue briefing, online through the Hub, and by email via MCF's Public Policy Updates
- **Meeting Frequency:** 1 – 3 meetings/calls per year plus one issue briefing
- **Chair(s) Role Includes:**
  - Develop and review the working group's annual plan with MCF staff
  - Co-plan and facilitate working group meetings/calls with MCF staff (solicit ideas, develop agendas, identify and recruit members to share content, etc.)
  - Co-plan annual issue briefing with MCF staff
  - Help draft state policy reform recommendations to bring to the public policy committee
  - Serve as decision maker(s) and liaison(s) to MCF and its public policy committee
- **MCF's Role Includes:**
  - Collaborate with chair(s) on annual planning, individual meeting/call design and facilitation, and annual issue briefing
  - Monitor and inform members of policy progress in the state legislature
  - Conduct limited research on policy solutions and proposals to help working group develop state policy recommendations
  - Highlight the working group and its policy focus in MCF communications
  - Handle meeting/call and issue briefing registration, promotion and logistics
  - Manage MCF's Collaborative Philanthropy Hub
  - Share relevant materials and opportunities and encourage members to do the same



- **Member Role Includes:**
  - Develop and contribute ideas for policy reform
  - Volunteer to share knowledge and/or lead a discussion at a meeting/call
  - Start conversations and share opportunities via the Hub
  - Encourage others to join the working group
- **Who can Participate:** MCF members only
- **Cost:** Included as a member benefit
- **Guidelines for Starting a Working Group:**
  - Expressed interest from 5+ members from different foundations, with 1-2 willing to serve as chair or co-chairs
  - Potential audience is sufficiently large (5+ additional members can be identified that may be interested)
  - MCF has the staff capacity to support a new working group
  - Group is issue-driven, public policy-focused and in alignment with MCF's public policy goal of creating a more prosperous, inclusive and equitable Minnesota by eliminating disparities

*If these guidelines are met, MCF will work with chair(s) to organize a pilot meeting/call. If the audience and interest is sustained after 2-3 successful pilot meetings/calls, MCF will work with chair(s) to formalize the working group by developing a stated group purpose with annual plan of activities, asking the public policy committee to review the group's plan to ensure alignment with MCF's policy goal, and determining a liaison from the group to sit on MCF's public policy committee.*

- **Guidelines for Sunsetting a Working Group:** MCF support for working groups will be revisited each year during annual planning. MCF will move to sunset a working group if no volunteer chair(s) emerge, meeting/call attendance and interest wanes (regular attendance of less than 6 members), the group loses interest or focus on policy and systems change, and/or the group no longer aligns with MCF's policy goal. MCF's support for working groups will expire and be up for renewal every two years. MCF staff, co-chairs and the public policy committee will be involved in the renewal process.

