Guidelines for approving new Vision Motueka projects arising from proposals from outside the seed group

- This protocol applies whenever a project idea originates from a person or group not part of the Vision Motueka seed group. An official project proposer must be identified, and this document must be supplied to the proposer prior to the seed group meeting at which the proposal is presented.

- The protocol consists of three parts: what should be done *before* the proposal is first presented to the seed group, actions associated with the *seed group accepting the proposal*, and what should be done *at the initial meetings of the project group* and before significant work begins on the project.

- This document must be presented to the proposer in person by a Vision Motueka trustee and its purpose explained fully. The seed group member should also assist the proposer to fill out the details requested in preparation for the presentation of the proposal.

Prior to the presentation of the proposal

Preferably with assistance from a Vision Motueka trustee, the proposer will prepare for presentation at a seed group meeting:

- An outline of the project idea, its nature and purpose.
- The project originator and, where appropriate, existing team members.
- The team's needs for support from Vision Motueka.
- Whether the proposer wants to organise the project or wants Vision Motueka to do so.
- Any initial ideas of how the project could be funded.
- If possible, the proposed team members' main roles and responsibilities.
- The role that the proposer hopes Vision Motueka will play in the project work, initially and over time.

The proposer (and the trustee) will collaborate to write up the final project proposal using the standard Vision Motueka form (a separate document).

At and after the presentation of the proposal

- The seed group will vote on making the project one that will operate under the Vision Motueka umbrella, according to the details presented. The seed group will determine if the project is related to its mission and objectives, and if Vision Motueka has the ability to accommodate the project needs.

- If more deliberation is required by seed group members, the decision could be made via email voting among the members in the week or so following the presentation, or it could be deferred to the next seed group meeting. If no consensus is reached, the proposal will go to the Vision Motueka trustees for a decision.

- If the project is approved, the seed group will select its own participating member(s) for the project. The selection will be based on seed group member skill sets and interests, their workloads on other projects, the skills of any existing project members, and the project needs. The seed group will also determine who will be the key Vision Motueka representative - a Project Guardian - on the project team, who will report to the seed group through the project life cycle.

<u>Soon after the proposal is okayed, and before significant work begins on the project</u> (preferably at the team's first meeting)

- The project team must decide on a project ownership and maintenance plan initially and for the long-term future of the project. That is, will the external project team eventually take over the work as a stand-alone entity after it's established, or will it continue to be a Vision Motueka activity?

- The proposer must discuss with Vision Motueka the latter's conflict resolution process (in a separate document) in case of any disagreement on project planning or execution, especially when Vision Motueka has financial or other legal or ethical responsibility. This process will include an outside independent facilitator if necessary. Vision Motueka will cease to support a project if there is no agreement on this protocol.

- In summary, before beginning work, the full project team (seed group members plus the outside proposers) must reach as full agreement as possible on:
  - Project team members' roles and responsibilities
  - Project ownership, short- and long-term (Vision Motueka or the proposing group)
  - A project maintenance plan once the initial project goal has been reached
  - Initial and long-term project funding options and preferences.