



Rules of Engagement: Operating Guidelines for Coalitions

| Area of coalition functioning | What was initially envisioned and agreed upon? | What is the current reality? | How is your coalition functioning in this area? (1-5, with 1 poor and 5 exceptional) | What needs to change to get you closer to a 5? |
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| Who determines the Operating Guidelines | | | | |
| Coalition leadership (who it is, how chosen, terms, etc.) | | | | |
| Coalition subcommittees (what ones, who are the members, their charge) | | | | |
| Process for selecting policy priorities | | | | |
| Who selects policy priorities | | | | |
| Process for general decision-making (who and how) | | | | |
| Process for rapid response decision-making (who and how) | | | | |
| How decisions are communicated | | | | |
| Schedule for convening coalition partners | | | | |
| Structure and process for internal communications (Frequency, format, inclusiveness) | | | | |
| Engagement of priority populations (who/how) | | | | |

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| Coalition spokespersons, (who is authorized to speak on behalf of the coalition) | | | | |
| Structure and process for external communications (who writes/who reviews; opt in/opt out) | | | | |
| How new members are recruited | | | | |
| The on-boarding plan for new members | | | | |
| The expectations of partner organizations | | | | |
| "Jobs" that various partner organizations take on as part of their membership | | | | |
| How disagreements are resolved | | | | |
| Point-person/leader for the campaign to support and represent all member organizations | | | | |
| What partners give to the coalition | | | | |
| What partners get from their participation | | | | |
| Partnerships with external stakeholders (who/how engaged) | | | | |