

CT Roundtable On Climate and Jobs

Guidelines for Affiliated Groups (January 2016)

To become a Roundtable Affiliate, a group must:

1. Approve the statement of affiliation, affirming the goals and vision of the Roundtable.
2. Pay an annual affiliation fee (a sliding scale based on a group's membership and/or budget).
3. Appoint someone to serve as a Roundtable Liaison to facilitate improved communication and provide guidance on major strategy decisions.

Benefits of being a Roundtable Affiliate include:

- Helping to shape Roundtable strategy and campaign planning via liaison meetings
- Being listed on the Roundtable website and promotional materials
- Receiving periodic reports on Roundtable campaigns and other activities
- Having organizational events shared via the Roundtable website, e-blasts or Facebook posts

Annual Affiliation Fee Guidelines

While we will accept any contribution of \$100 or higher as sufficient for becoming a Roundtable Affiliate, we ask that groups consider these guidelines in determining the level of their annual fee.

- Minimum fee is \$100.
- Nonprofit organizations:
 - \$100 – Annual budget < \$100K or membership <250
 - \$250 – Annual budget \$100K to \$250K or membership 250 to 1000
 - \$500 – Annual budget > \$250K or membership >1000
- Labor unions:
 - \$100 – membership <250
 - \$250 – membership 250 to 500
 - \$500 – membership 500 to 2000
 - \$1000 – membership >2000
- For-profit business (a tax-deductible charitable donation):
 - \$250 – <25 employees
 - \$500 – 25 to 100 employees
 - \$1000 – >100 employees

**Checks should be payable to “IREJN” (our nonprofit fiscal sponsor) and mailed to:
CT Roundtable on Climate and Jobs, 14 Tremont St., Hartford, CT 06105.**

Roundtable Liaisons

Since its inception in 2012, the Roundtable has been guided by a steering committee comprised of 10-15 people drawn from the diversity of the constituencies engaged in this effort. The members of the steering committee are not perceived as representing specific organizations, but rather expected to ensure that the perspectives of their broader constituency (e.g., labor, religious, environmental, environmental justice, clean energy task force) are carefully considered when making decisions or setting strategic direction for the Roundtable. The steering committee meets biweekly by conference call and holds a face-to-face strategy session twice a year.

The Roundtable liaisons will function as a “second ring” of leadership and provide a structure for having a voice representing each organization participate in the dialogue. The liaisons will serve two primary purposes:

- an advisory body, providing guidance/input to the steering committee on questions of strategy or major campaigns;
- a communication link, facilitating two-way information flow between the Roundtable and its affiliated groups.

The liaisons will meet 2 to 4 times each year, including at least one in-person gathering.