



Video4Change Network Governance Document

Version 1.0-Beta

Contents

[Preamble](#)

[Mission](#)

[Goals](#)

[Structure and Roles](#)

[Network Partners](#)

[Affiliates](#)

[Convenors](#)

[Working Groups](#)

[Membership](#)

[Network Partner Criteria](#)

[Benefits of Full Partnership](#)

[Priorities for Full Partners](#)

[Joining](#)

[Membership Fees](#)

[Decision Making](#)

[Meetings](#)

[Fundraising](#)

[Working Language/s](#)

[Approval and Membership](#)

[Addendum](#)

Preamble

This document represents the first full articulation of the video4change network's structure, processes and decision making. It is as such a work in progress, but also a strong first iteration to build upon.

Key to our future work is developing stronger geographic and linguistic diversity in the membership, growing and extending regional networks, and exploring ways for individuals, social movements and media collectives to more deeply engage.

We work towards these aims and others under the spirit of trust, collaboration, openness, and accountability underpinning the foundational network values of human rights, social justice and environmental sustainability.



Mission

The video4change network aims to maximise the collective learning, resources and experiences of its members to build spaces where video activists and trainers, citizen journalists, organisations and individuals seeking to use video as tool for change, can access resources and strategies to improve their work and initiatives.

Goals

- Create spaces, both offline and online, where the collective experience, learning, projects and resources within the network can be shared with other network members and to a broader audience of activists and supporters of video for change.
- Increase the networking and collaboration among video for change organisations and activists to build a stronger community and legitimise the value of video for change.
- Build collaboration among the members to produce joint projects and initiatives that extend the collective experience of the network, both internally and more broadly to organisations and individuals seeking to use video to affect social change.

Structure and Roles

The network operates under a federated structure and is made up of **Network Partners** and **Affiliate organisations** and **Community members**. Network partners have voting rights on governance and strategic decisions for the network; affiliates and community members do not however affiliate organisations observe decision making.

Representatives from Network Partners and Affiliate organisations may form **working groups** to address particular projects or issues of concern.

A network partner organisation or organisations may also play the role of network **convenor/s**.

The network runs **global and regional mailing lists** that are open for anyone to join. The members of these mailing lists will be called **Community Members**. Through these lists, along with the v4c.org website, the network seeks to ensure broader public engagement and ensure it is not a closed group.

The network is not a registered entity, has no legal structure and does not directly employ staff. Financial administration and people working for the network do so through the existing registered organisations of network members.

At a later date it may be appropriate for the network to register an entity, however it is beyond the capacity, and the desire, of the network to currently pursue this.



Network Partners

Network Partners are ultimately responsible for the strategic direction of the network and its decision-making.

Partner Rights and Responsibilities

- Nominate 2 representatives to participate in the network communications and decision-making. Up to 4 staff members of an organisation may join the list.
- Participate in network-wide meetings (both offline and online)
- Participate in decision-making for the network
- Be available to be part of project Working Groups
- Promote network activities and outputs
- Bring forward project proposal ideas to the network
- Support the network convenor in fundraising

Affiliates

Network Affiliates are organisations who do not have a core video focus but support a broader range of tools for change, or choose not to take up full membership.

Affiliate Rights and Responsibilities

- Nominate up to 2 representatives to participate in the network communications
- Participate in network-wide meetings (both offline and online).
- Be available to be part of project Working Groups
- Promote network activities and output
- Can propose projects and ideas for the Network Partners to decide upon

Convenors

The network elects a convenor or convenors -- a network partner or partners responsible for overseeing the day to day functions of the network including its communications infrastructure, finances, projects and reporting. Convenor/s lead in fundraising but are not the only entity that may fundraise, nor is it the sole responsibility of the convenor/s to fundraise for the network.

Convenors are chosen every two years by the network. Convenors may rotate, or may stay with the existing organisation if decided by the network. Two organisations may also share the role of convenor.

If in the instance that there are co-convenors, a Memorandum of Understanding between the co-convening organisations will be negotiated and signed. This MoU will outline the responsibilities of each of the convening organisations.

Network Partners will support the convenor in decision-making in the strategic priorities of the network.



Convenor Responsibilities

- Circulate fortnightly updates on network activities
- Drive participation of network members
- Oversee the network website
- Ensure minutes of meetings are taken and distributed
- Manage any new requests for membership
- Share funding applications and reports with the network (articulate funding needs to network members)
- Implement decisions of the network
- Host regular online network meetings
- Be responsible for the communications systems of the network
- Assessment and baseline M&E for v4c.org network activities to inform the larger group what is working, what is not, etc

The convening group/s host a 'network coordinator' who is responsible for moving the network forward, gathering input and participation. A network coordinator is appointed by the convening organisation. In addition to the above responsibilities include

- Ensure all projects of the network are adequately coordinated and implemented
- Ensure that the network is kept up to date on the development of projects
- Work with members in fundraising for the network
- Work with members in project reporting
- Ensure all mailing lists are administered as required

An addendum on the Costs of Convening will be drafted to further outline the expected role of the network convenor.

Contractors

Project-based contractors and project teams may be hired by the convenor organisation/s, or by member organisations, depending on the most appropriate architecture. Contractors will be hired on the basis of the convening organisations policies.

Working Groups

Working groups are established to oversee project activities and issue areas as decided by the members. Working groups focus on the day-to-day decision-making and feedback on projects. Working groups may consist of network partners, affiliates, key advisors and any personnel necessary for project implementation.

Network working lists may engage individuals from outside the network. Network partners may request the establishment of a new list via the core network mailing list. The network coordinator will establish the list.



List of Working Group Responsibilities

- Provide advice and guidance to project teams as they implement projects
- Hold regular meetings (as decided by the Working Group and the project team) on the project
- Function as the conduit between the project team and the larger membership, including providing updates
- Assist in fundraising for the projects
- Assist in promoting the output of the projects

Community Members

The network convenes a global open mailing list and a series of regional open lists that anyone is free to join. At this stage regional lists are confined to regions that have hosted face to face convenings. People on the mailing list are not formal partners of network and do not have decision making powers.

Community members cannot formally represent the network. Community members wishing to make proposals to the network need to do so through a network partner or an affiliate.

Network Partners and Affiliates may propose the creation of new regional or other mailing lists.

Membership

Network Partner Criteria

- the use of video is key to their overall mission
- non-government
- committed to the objectives of the network
- play a leadership role in the video for change space
- have progressive social change goals

Our aim is to attract partners that bring expertise, experience and diversity to video for change work, who will engage in the network and, as part of it, contribute to the evolution of a strong and effective global video for change movement.

Benefits of Full Partnership

- Ability to contribute to the strategic direction and decision making of the network
- Being part of a community with diverse experience in the use of video for social change
- Forming solid partnerships with key organisations in the video for change field
- Having opportunities to be involved in international projects
- Ability to attend global meetings of the network



Priorities for Full Partners

The current video4change membership is a result of a process that WITNESS and EngageMedia underwent to select which organisations to invite to the video4change Gathering in Indonesia in June 2012. There were limitations in selecting who was invited to the gathering, and who was able to attend. In 2012, the participants of the gathering agreed that the network was not representative of the video for change field -- and that the network should collectively work to ensure that the video4change network had participation from other geographical regions and language groups.

Joining

Two partners must nominate an organisation in order to present it for consideration for partner or affiliateship. For an organisation to be admitted into the network, 75% of the partner organisations must agree.

New partners may be drawn from community members or those outside the network. Proposed new members will be heard at quarterly network-wide meetings.

Membership Fees

Network partner and affiliate fees will cover some of the costs of maintaining and facilitating the video4change network. This includes: basic administration, web hosting costs, and staff time for the network convenor.

These fees are designed as a symbolic indication of the partners' commitment to the network.

Network Partners fees will be scaled based on the organisation's annual turn over.

- Organisations with a budget of USD 1M and above: USD \$1000
- Organisations with a budget of less than USD \$500-999,000: USD \$750
- Organisations with a budget of more than USD \$200,00 to USD \$499,000: USD \$500
- Organisations with less than USD \$200,000: USD \$250
- Organisations with less that USD \$50,000: USD \$125
- Organisations with USD \$10,000: USD \$75

For Affiliates, the membership fees are as follow:

- Organisations with a budget of USD 1M and above: USD \$500
- Organisations with a budget of less than USD \$500,000 - USD \$999,000: USD \$375
- Organisations with a budget of more than USD \$200,00 to USD \$499,000: USD \$250
- Organisations with less than USD \$200,000: USD \$125
- Organisations with less that USD \$50,000: USD \$75



Decision Making

The network operates using a federated structure with each Partner organisation having one vote. Decisions are made by agreement of 66% of Partners who vote on the decision. Partners must be in good standing to participate in decision making. To be in good standing an organisation must have paid their annual dues.

Voting occurs via the email list, online and face to face meetings. Quorum for decision making at face to face or online meetings is 51% of Partners in good standing.

New Partners or affiliates are added to the network require 75% agreement of the existing Partners.

Amendments to this document may be made with the agreement of 75% of Partners.

Dissenters to decisions may have their reasons noted upon request.

Affiliates may comment on proposals but do not have formal voting rights.

Subscribers to the open mailing lists are not able to participate in decision making discussion but may occasionally be consulted as the Partners and Affiliates deem appropriate.

Meetings

- Regular formal, online meetings are scheduled every 3 months to provide updates on projects, discuss new ideas, consider fundraising proposals, admit new partners and affiliates and make decisions on any other key issues.
- The network will aim to gather face to face every two years to consolidate learning and develop future plans. Smaller organisations as well as organisations from priority geographic areas will be preferenced for travel support to attend global meetings.

Fundraising

Network convenor/s lead fundraising efforts however they are not solely responsible for fundraising.

Areas for fundraising for the network include:

- Network projects
- v4c.org website maintenance and communications infrastructure
- Administration support for network convenor and network coordinator role
- Outreach and promotion of network activities and outputs

All fundraising activities done as common network activities require feedback and input from network Partners. Funding proposals for such activities are made available to the network. Sub-committees on specific network activities will be set up that will then report back to the network on their fundraising strategies and activities.

Partners and Affiliates can propose fundraising ideas to the network. Network Partners will then make decisions on these ideas.

Partners who are fundraising with Video4Change Network activities in mind should inform the network.

All proposals done using the network's name must make a 5% contribution towards network administration and the network coordinators.

Network partners may present themselves as such in their own fundraising activities.

Support will be provided by the network coordinator to Partners who seek to fundraise for the network.

Working Language/s

The working language for formal network coordination is English. This will however be revised and updated as new organisations come aboard. The network retains an openness to being a multilingual entity.

The network encourages the translation of materials, and the hosting of regional convenings in languages other than English. It will also work towards multi-lingual support on the <http://v4c.org> site.

Regional lists will accommodate other languages.



Approval and Membership

The following have approved the document and have indicated their membership options.

Organisation	Name	Type of Membership (Partner or Affiliate)
EngageMedia	Andrew Lowenthal	Partner
WITNESS	Sam Gregory	Partner

Appendix

Addendum

1. [Next steps and implementation](#)
2. [Costs of being a convenor](#)
3. [Ideas to hold over for future document iterations](#)

