

2014 Membership Agreement

Executive Service Corps – United States (ESC-US)

Please read, sign, and return this letter with your membership dues. By signing this letter you are agreeing to fulfill the requirements of being a member of the Executive Service Corps - United States.

Returning this Agreement by April 30, 2014 ensures that your organization's name will remain on the national website, which is a source of client and volunteer referrals to your organization.

Benefits of Membership

Don't miss out on these benefits of being a member of ESC-US:

1. Listing on the national website leading to
 - Referral of organizations looking for services and
 - Referral of volunteers looking for skills based volunteer opportunities.
2. Authorization to use the "Executive Service Corps" name
3. Relationships with national organizations
4. Access to the members-only section of the ESCUS website ("member's lounge") for:
 - Information about the governance of the organization
 - Details of the annual ESC-US conference
 - Access to an extensive array of presentation, training and consulting documents available from other ESCs.
 - Sample forms and standardized operating documents
5. Opportunities to learn from others operating an ESC or ESC program, share programs and best practices including through:
 - National teleconferences and share information with other affiliates.
 - An annual conference and membership meeting which provides educational sessions on topics of interest to ESC affiliates and opportunities for professional networking.
6. Participation in joint fundraising targeting national funders.
7. Opportunities for projects referred through the website, other ESCs or through national clients.
8. Marketing and branding of ESC through national publications, ESC-US materials, distribution of information at national conferences and other channels.
9. An annual statistical report providing benchmarking for your organization
10. Assistance from the ESC-US board and network with internal capacity building, improvement efforts and development of programs.

ESC-US - Our Mission

ESC-United States supports ESC affiliates across America and raises national awareness of the value and sustainable impact of the ESC model in its use of highly-skilled volunteers to provide nonprofits and the communities they serve with affordable capacity building services.



Membership Requirements

Each member joins or renews its membership in ESC-US annually by affirming their compliance with the following guidelines, which are designed to maintain the organizational brand and the quality of ESC-US services. If your organization does not currently comply with these practices, please submit a written plan for compliance with your membership letter.

As a member of the ESC-US, our organization agrees to:

1. Utilize professionals and retired professionals as volunteers to provide services such as management consulting and coaching.
2. Maintain tax-exempt 501(c)(3) status. (Can be a program of a 501(c)(3) organization.)
3. Provide services primarily to tax-exempt 501(c)(3) organizations, schools, and governmental entities.
4. Use “Executive Service Corps” or “ESC” in our organizational name or in the name of our volunteer program.
5. Have a system for assuring the quality of our services, including the following:
 - Screening, training and evaluation of ESC volunteer consultants and coaches
 - Formal agreements between the ESC and clients
 - Oversight of the volunteer’s work by paid or pro bono staff
 - Collection of evaluation data from clients including the three questions listed in Attachment A: Evaluating Client Projects
6. Pay annual dues to ESC-US. Dues are on a sliding scale by budget size. A member may ask for a temporary reduction in dues when full payment is not possible due to a recent loss of funding.
7. Respond to the annual survey in a timely manner, which provides useful benchmarking information to members.
8. Maintain current contact information with ESC-US for the website and network correspondence.
9. Maintain a link on our main website page to www.escus.org to enhance national status and promote the collective network.
10. Ensure that access to the ESC-US “member lounge” is provided for authorized usage only.

Please indicate your affiliate’s concurrence with this Membership Agreement by signing below:

Affiliate Name

Signature of President or Executive Director

Title

Date

Attachment A: Evaluating Client Projects

Asking clients if they are satisfied with the services they received is an important way of measuring program quality and providing useful feedback.

Since the quality of the services provided by each member impacts the brand and reputation of all members, ESC-US asks all member organization to send all clients an evaluation.

In order to provide information across the United States that can be aggregated and shared on the website and in grant proposals, each member's evaluation survey must include the questions below or substantially similar questions:

Tell the
ESC story
nationally

- **Answer Options**
 - 1 - Strongly agree
 - 2 - Somewhat agree
 - 3 - Strongly disagree
 - 4 - Somewhat disagree

- I received **high quality services** from ESC
- Working with ESC helped our organization operate **more effectively**
- I would work with **ESC again** if our organization had a need in the future.

Tips:

- Use the four point scale, which avoids having a middle option and gives you a better sense of the results. If you use a different scale you will need to translate the results to this scale so they can be aggregated nationally
- By doing evaluation surveys, you will have information for donors, grants and your board, as well as for internal improvement processes.
- Use Survey Monkey or other online surveys to make the evaluation process simple and inexpensive to administer. You will get a better response, generally, to an online survey.