



MI-CEMI'S INTERNAL ADMINISTRATIVE STRUCTURE

The Michigan Collaborative to End Mass Incarceration (MI-CEMI) is a broad-based, statewide, non-partisan alliance representing non-profit, faith-based, advocacy, grassroots, and service organizations across the State of Michigan. MI-CEMI's internal administrative structure consists of a Project Coordinator, a Steering Team, and General Members.

Project Coordinator Role

- Staff the Steering Team
 - Convene and attend Steering Team meetings
 - At the direction of the Steering Team:
 - Coordinate the implementation of MI-CEMI's strategic plan
 - Coordinate the implementation of funder deliverables
 - Track and report assignments
 - Communicate potential new opportunities
 - Provide staff support to ad hoc committees
 - Track and report contributions
 - Other duties as assigned
- Membership Support
 - Conduct outreach and membership recruitment
 - Respond to membership requests from currently incarcerated people
 - Act as a liaison between member organizations
 - Coordinate general membership meetings and events
 - Coordinate the building of a shared knowledge-base among members
 - Coordinate training, legislative updates, and workshops
 - Distribute research and reports
 - Help enhance the capacity of grassroots members
 - Share potential project and funding information
- Communications
 - Provide a communication hub for MI-CEMI and member activities
 - Coordinate roll-out of new visual identity and key-messaging
 - Coordinate updates of digital presence (website and social media)
 - Triage communications from incarcerated people
 - Coordinate push-out of action alerts and other information from MI-CEMI and member organizations, or direct to member organizations leading in an effort
 - Update members on action items

- Forward member event announcements

Steering Team Composition

- Steering Team membership will include up to 15 members.
- The Steering Team will include representatives of various organizations working on criminal justice issues in Michigan, and specifically include at least one organization of justice-impacted people.
- Members will be selected or renewed annually by the current membership of the Steering Team.

Steering Team Responsibilities

In order to remain in good standing, all Steering Team members must commit to the following:

- Attend monthly phone/ in-person meetings.
- Complete work assignments in between meetings.
- Actively recruit, engage and retain general members.
- Make an annual contribution to support MI-CEMI according to their organization's annual budget.
 - \$1 million or more = \$1,200
 - \$500K < \$1 million = \$500
 - \$250 K < \$500 K - \$250
 - <\$250 K = \$100
 - Individual = \$10-\$100

Steering Team Authority

The Steering Team is empowered to do the following on behalf of MI-CEMI:

- Make decisions, including commitments, and endorsements.
- Enter into contracts.
- Apply for funding to support the work of the collaborative
- Coordinate the development and execution of organizational strategies.
- Host an annual membership meeting.

Steering Team Meetings

- Phone and in-person meetings will be open and conducted by a professional facilitator.
- The Steering Team will make decisions based on consensus.
- Any steering or general member may bring a project forward for formal MI-CEMI endorsement.
- The Steering Team may create ad hoc committees to support an approved project.
 - Ad hoc committees are open to general members.

General Membership

General membership is open to any individuals, including currently and formerly incarcerated people, or organizations that support ending mass incarceration in Michigan through criminal and juvenile justice reforms.

General Membership Responsibilities

- Support the work of MI-CEMI
- Assist with developing annual strategies
- Advocate for policy changes
- Help educate the public
- Stay informed

General Membership Benefits

- Monthly newsletter
- Regular legislative updates
- Emailed action alerts
- Topic-based webinars
- Project-based ad hoc groups
- Website
- Annual meeting

General Membership Opportunities

- Amplify your voice
- Stay informed
- Advocate for change
- Get support
- Make a difference!

General Membership is free, but donations are always welcome!