



THE POLICY CIRCLE

STATE LEADERSHIP COUNCIL HANDBOOK

INFORM. INSPIRE. BUILD CIVIC LEADERS.

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Welcome

To deepen engagement and continued expansion across the country, The Policy Circle created State Leadership Councils, with the goal of supporting The Policy Circle's mission and vision at the state-level.

The Policy Circle has selected you to be a State Leadership Council member and has identified you as a leader in your community and within our organization. In accepting this invitation, you are in a unique position to make a significant impact on our organization's mission of informing, inspiring, and developing civic leaders.

As part of the State Leadership Council, you also have the opportunity to strengthen your leadership capacity and knowledge base through collaboration with the Policy Circle team and strategic partners around the country. This is a role that will enable you to identify other potential Policy Circle leaders and help ignite their potential in civic leadership. You will naturally connect with like-minded women, expand your network and be well-positioned to further your community leadership and influence in your state.

The success of State Leadership Councils depends on the individual and collective commitment of Council members. We ask each Council Member to:

- Adhere to principles outlined in the State Leadership Council Handbook
- Attend State Leadership Council meetings
- Participate in The Policy Circle's State Leadership Council orientation series
- Invest at least \$100 annually - Council members are encouraged to give at \$300 or higher
- Serve on at least one State Leadership Council committee
- Review materials sent to you prior to meetings so that you are prepared to fully contribute
- Serve on the Council for a term of two years

To ensure we leverage your valuable time and unique talents, you can expect close collaboration with The Policy Circle leadership team including:

- An orientation program that will provide an overview of The Policy Circle's signature programs and mission
- A suite of templates and snapshots to keep you informed of The Policy Circle's work in your state
- Specialty programming, exclusive to State Leadership Council members
- Ongoing support and education to continue your growth and leadership training with The Policy Circle

Thank you for your leadership and commitment to this important work. The Policy Circle greatly appreciates you!

Nicole Cline, Director, External Relations and Expansion



Core Principles

The Policy Circle is a safe forum for enriching and thoughtful conversations. We agree to adhere to the following principles:

- **An open economy works:** We believe the core idea that practices and policies that foster creativity and responsibility provide greater opportunities and better lives, especially for the most vulnerable.
- **Social issues are not discussed:** Public policy discussions of certain social issues can be divisive and distracting, so we agree to a “truce” on those issues while we focus on key issues affecting our communities.
- **Fact based dialogue:** We learn through reliable data driven research from well-known and respected sources.
- **Learn from each other:** There is value in having face to face discussions in a safe forum which empowers women to share ideas, find their voice, learn from each other and get engaged.
- **Each of us are agents of change:** We seek to increase the number and power of women who support these ideas. Talk about The Policy Circle!
- **What is said in a Circle stays in a Circle:** Circle discussions are “Off the Record” meaning that what is said in a Circle is not intended to be attributed publicly to the person speaking publicly or recorded. If however, a person writes on the website, in a blog, in social media or speaks at a gathering or public forum, she cannot expect that those statements will be maintained as “off the record.”
- **Privacy of Contact Information:** Circle members do not use the contact information of other members for business or fundraising purposes.
- **The Policy Circle is a 501(c)(3) organization,** which provides a framework and platform to foster productive conversations regarding the economic impact of public policy. Policy Circle members are encouraged to share events and leadership activities that build understanding, foster civil discourse and promote creative, free-market solutions. The Policy Circle does not engage in lobbying, advocacy or political activity. We respect our members' opinions and affirm everyone's right to lobby or engage in political activity in their individual capacity.

However Circle Leaders and Members are not permitted to lobby or engage in political activity on behalf of, or using the The Policy Circle platform, resources or brand.

How State Leadership Councils Are Organized

Each Council consists of volunteer state-wide co-chairs, committee chairs and members who focus on growing The Policy Circle, mentoring existing Circles and providing policy engagement opportunities at the state-level. These three areas are organized under three main committees: Expansion, Experience and Engagement.

Council members have the opportunity to collaborate closely with The Policy Circle Headquarters and develop their leadership capacity, an important component to achieve the ultimate goal of becoming the premiere destination for local, state and national leadership talent for free-market women to engage in public service. By expanding their networks and igniting the potential in other women, state leadership council members are well-positioned to further their community leadership and will be considered influencers in their state.

State Leadership Council Service Criteria

- Each State Leadership Council member must donate at least \$100 annually to be eligible to serve.
- Each State Leadership Council member must be invited by The Policy Circle to serve.

Expansion Chair	Refer 5 potential circle leaders
Expansion Member	Circle member
Experience Chair	Circle Leader with at least three meetings held and demonstrates ability to use the website
Experience Member	Circle member
Engagement Chair	Circle member with at least three meetings held
Engagement Member	Circle member

Committee Service Duration

Council Co-chairs will serve two year terms and Council committee members may serve two or more years.

State Leadership Council Co-Chairs and Committees

There are at least three statewide co-chairs who lead the Council. Each co-chair is also a Chair of a committee.

Expansion Committee

The Expansion Committee is focused on expanding The Policy Circle's mission and recruiting new Policy Circle Leaders. Committee members utilize their own networks (including networks outside of policy and politics) to encourage women to step into a Circle leadership role. They serve as a trusted source talking about how The Policy Circle inspires and energizes women to take action and influence the conversation in their community.

Specific objectives will be driven by The Policy Circle. Objectives for this committee could include:

- Identify three communities where circles should be started
- Recruit five new Policy Circles in the state
- Identify resources available to circles in the state

Experience Committee

In addition to education on the issues, The Policy Circle is a powerful network which supports women as they discover the leader within and are inspired and energized to act. Experience committee members exemplify the life of a Circle Leader. They are responsible for creating the culture and mentorship with existing Policy Circle Leaders and members in the state. Committee members welcome new Circle Leaders and host at least one Policy Circle discussion (either in-person or virtual) for prospective and existing members.

Specific objectives will be driven by The Policy Circle. Objectives for this committee could include:

- Organize one statewide Circle Leader event
- Participate in one event open to all members
- Personally welcome each new Circle Leader

Engagement Committee

Engagement committee members are at the intersection of public policy and action. They are responsible for understanding and providing resources on state-based policy priorities for Policy Circle members in the state. Members of this committee are plugged into state policy initiatives and issues, and will serve as the catalyst to developing a “state deep dive” for members to engage with. This committee is also responsible for seeking ways Policy Circle women can meaningfully engage in policy initiatives and find opportunities to serve on boards and commissions.

Specific objectives will be driven by The Policy Circle. Objectives for this committee could include:

- Identify opportunities for members to serve in an appointed position
- Identify at least one state-based policy priority and data-driven resources for these policies and develop a deep dive on these priorities
- Identify potential members to participate in the Civic Leadership Engagement Roadmap (CLER)

Proposed Calendar

State Metric updates will be provided by The Policy Circle headquarters before each statewide co-chair call and full council call.

Statewide Co-Chair Call with Policy Circle Team	Monthly
Committee Meetings- Coordinated by Committee Chair	Quarterly
Full Council with Policy Circle Team	Quarterly

Council and Committee Resources (in development)

To ensure we leverage your valuable time and unique talents, you can expect close collaboration with The Policy Circle leadership team. This means receiving information about Policy Circle activity in your state and supporting documentation, tools and templates to make your participation easy and effective. The Policy Circle uses Google Drive for file sharing and storage.

State Snapshots

Each month, The Policy Circle team produces a snapshot of metrics in the state that includes information such as the number of members, circles and supporters in the state.

It also outlines the Council's objectives so all Council members can see progress throughout the year.

Supporting Documentation

Linked in your State Snapshot, you will find supporting documentation that holds more detailed information. This includes the roster of Circle Leaders in your state, a prospect tracker, current state resources and more.

Templates

You will find templates available within your supporting documentation. These are tools for Council members to be confident ambassadors for The Policy Circle and to meet Council objectives. These include email and phone scripts, agendas, how to develop a state deep dive and more.

Orientation

This is currently in development. The State Leadership Council orientation program will cover The Policy Circle's core programming, getting around The Policy Circle's membership portal and tools and resources to encourage the development of civic leaders within The Policy Circle.

About the Policy Circle

Founded in 2015, The Policy Circle is a non-profit organization that provides a fact-based, nonpartisan framework inspiring women living in the same community to connect, learn about, and discuss public policies that impact their lives. Based on organic networks of women of all backgrounds, this grassroots organization is empowering women to gain the knowledge and confidence required to become civic leaders.

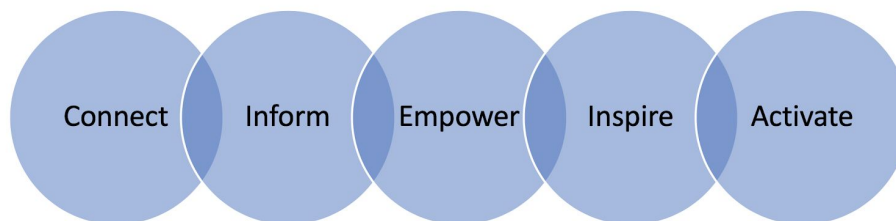
The Policy Circle is an organization with the viewpoint that public policy should foster human creativity in a free-market economy, and that the government should spend our tax dollars responsibly. It is also one of the few organizations in the free-market movement committed solely to the mission of informing, inspiring and developing civic leaders through a simple invitation to participate in an informed, balanced roundtable discussion.

THE POLICY CIRCLE MISSION IS TO EMPOWER WOMEN TO BECOME EDUCATED ON THE IMPACT OF PUBLIC POLICY ON A FREE SOCIETY, AND BE INSPIRED TO DEVELOP THEMSELVES AS IMPACTFUL CIVIC LEADERS.

The Policy Circle endeavors to **inform, inspire and develop** civic leaders by:

- ▶ Creating and curating Policy Circle Briefs - factual, unbiased resources that go beyond the headlines to examine key issues.
- ▶ Recruiting women to lead policy circles - productive roundtable discussions on the social and economic impact of public policies.
- ▶ Outlining opportunities for women to engage first-hand as civic leaders and take part in shaping public policy.

How it Works



- ▶ **Connect:** The Policy Circle acts as a convener and connector, recruiting women to lead roundtable discussions on the economic impact of public policy. This local, grassroots movement is fueled by our local leaders who gather women in small groups to facilitate productive and welcoming conversations. These roundtable discussions are the starting point to engage people who have been left on the sidelines in conversation around relevant key issues. To support these efforts, members of The Policy Circle are given access to a collaborative, members-only website where they can manage the activities of their circles, interact with fellow members, and access a variety of educational resources including an extensive library of public policy briefs.
- ▶ **Inform:** The nexus of each circle meeting is The Policy Circle Brief. Policy Circle Briefs are developed in conjunction with policy leaders and provide the basis for a fact-based discussion about the most pressing issues affecting families and local

communities today. Policy Circle Briefs are uniquely designed to drive conversation, ignite personal responsibility, and increase civic engagement. The format frames policy issues with facts, provides historical background, challenges the role of government, features successful private enterprises, and provides suggestions on how to engage locally on the issue. The Policy Circle Briefs are a resource, a tool for civil and constructive discussion, and a launching point for civic leadership.

- ▶ **Empower:** The Policy Circle's roundtable discussions empower women with the confidence to become more vocal in public policy dialogue and civic engagement within their community, their state and their country. With balanced, unbiased resources in hand, members of The Policy Circle are equipped to develop informed opinions on key issues and express their thoughts among local and regional women of common interest in a public forum.
- ▶ **Inspire** - The Policy Circle endeavors to express the impact of public policy on the community and the importance of becoming involved in shaping policy to ignite passion in its members. By gathering best practices and insights from local circles to share with all of the circles nationwide to spread new ideas and proven methods of engagement. The Policy Circle also hosts regional events to bring together partners, experts, government officials, circle members and leaders to explore emerging issues, innovation and challenges in policy, and how we can come together as leaders to solve the most pressing issues of our time.
- ▶ **Activate** - The Policy Circle helps circle leaders and members find the proper channels to directly connect with their community's institutions to solve problems that are unique to their local community. The Policy Circle is currently developing a step-by-step Civic Leadership Roadmap to further assist in making these connections. Ultimately, local circle members become their community's backbone of active civic leaders for volunteer boards, commissions, task forces and associations.

What are Policy Circles?

The Policy Circle starts by first providing a policy education based on facts that empowers women to participate in public policy dialogue on what human creativity can accomplish in a free-market economy.

The Policy Circle's strategic framework equips and inspires women to step into a greater role in the policymaking process by providing high-quality education, a forum that gives them the confidence to voice their thoughts on policy issues, and the support they need to take the next step to become influencers in their communities and the policy world.



Some features of Policy Circles:

- A local Policy Circle is a group of 6 to 12 women who may come from different backgrounds but are interested in having real conversations on substantial issues. Circles are formed in neighborhoods, organizations, associations, business settings, as well as mentoring and networking groups, with women in all life- and career-stages.
- Policy Circle members arrive at circle meetings prepared to discuss a policy topic by reviewing a Policy Circle Brief that the group selected prior to the meeting.
- The Policy Circle Briefs provide a factual overview on a particular topic and offer a discussion guide for questions. National-level topics include subjects such as jobs and the economy, education, poverty, health care, foreign policy, immigration, and the exceptional features of the U.S. government structure.
- For each Circle meeting, the Circle leader facilitates a 45 minute discussion, using a discussion guide and a roundtable format. Time is reserved at the end of the meeting to identify what can be done to influence the issue, how to discuss the issue with others outside the Circle as well as plan the next meeting.
- The Policy Circle's unique approach empowers women to engage with other women to learn and grow through open dialogue and gain the confidence to make a difference in their community.
- In addition, Policy Circle discussions inform each member's approach to issues, how they engage with the non-profits they support, how they assess and interact with elected officials and candidates, and how they prepare to lead their organizations, communities and families.