



## **Top 10 Tasks For Core Team Organization**

A group can be anything it wants to be but in order to be an effective functioning group capable of partnering with professionals to create a cohousing community the group must have “form” and “functions.” It must be business-like.

Having a serious business-like group will give you confidence in carrying out your role(s) as a development partner. It will give new prospects something concrete to join. Very, very important in outreach.

For the purposes of being a serious partner in a joint venture development with development professionals ... a group becomes real and more attractive when there’s “money in the bank.” In the beginning this is generally in the form of “dues.” These dues are usually a small enough amount to allow people to join but large enough to be “serious.” The dues are managed and used by the group itself and do not accrue towards the development project amount required of each individual household.

Here are the first steps for organizing your group:

1. Choose a name
2. Write a short Statement of Purpose
3. If possible, apply for an LLC. It’s inexpensive, easy to apply for. Apply in Delaware -- no taxes!!
4. In the LLC application process you will have to apply for a Federal ID number -- this is done on line. Very simple. You will need this to open a bank account.
5. Once you have a number ... open a bank account.
6. Choose a Record Keeper/Treasurer
7. From the very beginning ... make sure you keep clean, clear, ACCURATE records of every step. Keep copies of every form digitally or by paper copy.
8. Decide on amount of dues

9. Be especially clear on who is contributing money. Is the contribution by household or by individual? Record the date, the amount, etc. This will be important in the event some incentives in the future are given for the order in which people become members.
10. Sign a Membership Agreement