



# Slow Food

EAST BAY

## **Overview of Volunteer Leadership Team Responsibilities/Expectations**

The Slow Food East Bay (SFEB) Core Leadership Team consists of approximately 10 volunteers with active, hands-on roles in the chapter's daily, monthly and annual operations. The team sets the chapter's agenda, steering the work and ensuring that we are fulfilling our Statement of Values, as well as effectively supporting Slow Food USA (SFUSA) and Slow Food International (SFI). This is not an advisory committee; it is a board of volunteers willing to act as Slow Food ambassadors in their daily life and proactively do the work necessary to keep the chapter relevant, accountable and effective.

**We are interested in hearing from anyone wanting to work with us, and in this round of Team recruitment are specifically looking for those with capacity to support our team with the following skill sets:**

- **Administrative/Secretary/Non Profit Operations**
- **Membership Engagement**
- **Grants & Fundraising**
- **Website & Public Event Calendar Management**

**Feel free to email us for more specific descriptions of responsibilities.**

Leadership Team members lead or co-lead working groups such as:

- Communications - Social Media, Newsletters, Website, Media Engagement
- Finances & Admin
- Ark of Taste & Biodiversity, Plant A Seed
- Fundraising & Donations
- Membership Engagement
- Volunteer Engagement
- Others determined by annual strategic planning and Leadership Team's interests

A position on the Leadership Team is structured as a two-year term, with a maximum of four consecutive terms or eight years of service.

**Core responsibilities as a leadership team member are as follows:**

### **Active Involvement:**

- Play an active role in Slow Food East Bay by attending & planning events, participating in committees and otherwise volunteering time and skills as needed
- Expect to spend between 7 and 10 hours per month, with larger commitments during event production or for special campaigns, and fewer during down months
- Co-lead at least one gathering, collaboration, campaign or project per year
- Serve on at least one and up to three working groups
- Assist communications by developing or sharing content for the newsletter, blog, website, and social media
- Check chapter email and Slack channel regularly and reply in a timely manner (within 48 hours)

- Be a current, dues-paid member of SFUSA
- Allow Slow Food to publish Leader names and roles in external documents including website, grant applications and announcements

#### **Meetings:**

- Participate in at least 9 of 12 monthly 1.5 hour meetings (most remote, some in-person)
- Participate in additional meetings related to working groups or special projects
- Participate in chapter governance development activities, including the biannual review of roles, responsibilities and work loads
- Attend the annual mandatory open membership meeting

#### **Ambassadorship:**

- Be able to clearly articulate to the public and our partner organizations our vision, mission, values, accomplishments and goals
- Enhance the public standing of Slow Food East Bay by acting as an Ambassador at community gatherings and meetings
- Use your networks and talents to deepen relationships in the community and bring to the chapter possible collaborations and new opportunities

#### **Teamwork:**

- Be open to a democratic decision-making process and a shared leadership model
- Work with other leadership team members, volunteers and stakeholders in a friendly, honest and respectful manner
- Respect the diverse opinions and experiences of others, creating an open, inclusive and welcoming environment
- Be willing and able to use tools like Slack, Gmail and Google Drive for timely communication and collaboration
- Be willing to step in to fill needed roles as other board members' schedules fill or empty

#### **Strategic Planning:**

- Support strategy setting and guide organization's growth and development
- Commit time, thought and effort to the growth and success of the organization
- Collaboratively evaluate and monitor programs, both established and new, for effectiveness and for alignment with the vision, mission, values and goals of Slow Food East Bay

#### **Questions?**

Email us at [slowfoodeastbay@gmail.com](mailto:slowfoodeastbay@gmail.com)

#### **Want to go to the next steps?**

Fill out the [SFEB Leadership Team application](https://forms.gle/HQGp5cqotzkuA9gT9) (https://forms.gle/HQGp5cqotzkuA9gT9)

#### **Intrigued, but not sure you have the capacity to fulfill all of the above?**

[Fill out the Volunteer Interest Form](https://forms.gle/BeMu9XC7Qhrifurt7) (https://forms.gle/BeMu9XC7Qhrifurt7) to become a part of our larger ad-hoc volunteer group, helping with specific projects or events