

VOLUNTEER TO BE A KFTC LEADER

You can play an important role in building your local chapter in the coming year. Please come to your chapter meeting in May or June ready to volunteer or nominate others for chapter positions below or for the statewide committees on the flip side.

1. Steering Committee Representative and Alternate

Each chapter selects a representative and alternate to serve on KFTC's Steering Committee. This is the statewide board that makes decisions about KFTC's budget, policies, strategy and long-term direction. This committee also helps develop grassroots fundraising and membership recruitment and retention plans. One person from each chapter must attend each Steering Committee meeting, which are held six Saturdays a year in different locations across the state. Two of these meetings include an overnight stay. Members can request reimbursement for driving to these meetings. An individual can hold the chapter Steering Committee Representative office for no more than three one-year terms. The first Steering Committee meeting for this term will be held on September 22, 2018.

2. Chapter Membership Coordinator(s) (chapters can appoint one person or a team)

As membership coordinator, you will be involved in planning and carrying out activities to recruit, renew and continually engage the chapter's membership. You help other members get excited about asking people they know to join KFTC or renew, and keep the chapter focused on meeting its membership goal. The membership coordinator works closely with the fundraising coordinator to plan events and projects that build and deepen KFTC's membership, energize the chapter and raise funds to support KFTC.

3. Chapter Fundraising Coordinator(s) (one person or a team.)

Each chapter must raise at least \$500 a year for KFTC. The fundraising coordinator leads the effort to raise this money and develop local events that reflect the creativity and diversity of the chapter. Examples include potluck dinners, musical events, car washes and more. They also help identify local donors and participates in asking them to support KFTC. The fundraising coordinator gets others excited about fundraising and helps recruit volunteers to make phone calls to all chapter members during KFTC's fall fundraising campaign. The fundraising coordinator works closely with the membership coordinator to plan events and projects that build and deepen KFTC's membership.

4. Chapter Publicity Coordinator(s) (one person or a team.)

This person will help the chapter think creatively about how best to communicate with local members and the broader public about chapter issues and activities. They can be responsible for sending frequent updates about your chapter's activities to *balancing the scales*, KFTC's newsletter, and to our website. They also helps the chapter make the best use of local media and other creative methods (including flyers, public service announcements, and on-line social networking sites) to get the word out about chapter meetings, issues and activities. KFTC's organizers and communication team are excited to help throughout the year.

KFTC's statewide committees need your active leadership!

Each chapter is asked to nominate *at least* one person to serve on *at least* one statewide committee. Feel free to nominate yourself! All nominations will be considered by the Leadership Development Committee. **New committee assignments will be finalized and begin in September 2018.**

- 1. Personnel Committee:** Participates in staff hiring processes, annual staff performance evaluations, and manages the annual evaluation process of the Executive Director. Provides guidance and makes recommendations about personnel policies and issues. Meets as needed, primarily by conference call.
- 2. Finance Committee:** Reviews and recommends budget and quarterly financial statements, financial management policies and major financial decisions. This committee also reviews and report on KFTC's audit. Generally meets by conference call every other month.
- 3. Leadership Development Committee:** Nominates people to serve on statewide committees and offices. Develops, evaluates and helps to implement KFTC's leadership programs, including workshops and leadership schools. Generally meets by conference call throughout the year.
- 4. Land Reform Committee:** Develops the strategy for KFTC's campaigns on issues connected to natural resources, especially coal and energy issues. Meets 3-6 times as needed.
- 5. Economic Justice Committee:** Develops the strategy and priorities for KFTC's economic justice campaigns, especially around tax reform, wages, and housing. Meets as needed, in person or by conference call.
- 6. New Energy and Transition (NET) Committee:** Develops strategy and priorities for KFTC's body of work that focuses on promoting clean, sustainable energy and a just transition for Appalachia and beyond. The full committee will meet face-to-face at least once a year, and on the phone once a month during a standing conference call to learn about NET campaigns and opportunities and to develop shared strategies.
- 7. The Racial Justice Committee** helps ensure KFTC is incorporating racial justice and anti-oppression into our work and strategies. The Racial Justice Committee's work includes educating the membership on racial justice issues, coordinating education and skill-building opportunities and ensuring that racial justice principles are applied to all areas of KFTC's program. The committee meets in-person quarterly with some conference calls. All committee members must attend an anti-oppression training day in September in order to serve.
- 8. Voter Rights Strategy Committee** develops strategy for KFTC's work on restoring voting rights for formerly incarcerated individuals. If there is no active statewide work, this committee does not meet.
- 9. Litigation Team** helps KFTC engage in strategic litigation that supports our organizing goals. The team evaluates requests to join litigation and makes recommendations to the Executive & Steering Committees about potential new litigation. Experienced leaders with long-term investment with KFTC are ideal. The team has conference calls as needed and uses email regularly. If there is no active litigation, this team does not meet.