

# VOLUNTEER TO BE A KFTC LEADER

You can play an important role in building your local chapter in the coming year.

## **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. Before COVID-19, these were held in-person, in different locations across the state. Two of these meetings included an overnight stay. Right now, during the COVID-19 outbreak, KFTC is holding meetings virtually over video and teleconferencing using Zoom software. When in-person meetings resume, 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 (serving as an alternate does not count toward the three years). The first Steering Committee meeting for this term will be held on \_\_\_\_\_.

## **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)** *(Chapters can appoint 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 participate in asking them to support KFTC. The fundraising coordinator gets others excited about fundraising and helps recruit volunteers to reach out 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 Communications Coordinator(s)** *(Chapters can appoint 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 our issues and organization. They can be responsible for sending frequent updates about your chapter's activities to KFTC's newsletter, website, email list and social media accounts. They also help the chapter make the best use of local media and other creative methods to get the word out about chapter meetings, issues and activities

# 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 are considered by the Leadership Development Committee. **New committee assignments will be finalized and begin in September 2020. All in-person meetings at KFTC are postponed until public health rules permit it.**

- 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 budget reports and financial statements and makes recommendations related to the annual budget, financial management policies and major financial decisions. This committee also helps review 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, leadership programs and the Academy. Meets in person when needed, but generally by conference call throughout the year as needed, with at least one or two video/conference calls once a month through the spring and summer for Annual Meeting preparation.
- 4. Land Reform Committee:** Develops strategy for KFTC's campaigns focused on protecting our land, air, water, and people, especially from extraction of fossil fuels. Meets in person and by video/phone 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 video/conference call.
- 6. New Energy and Transition (NET) Committee:** Develops strategy and priorities for KFTC's body of work that focuses on promoting clean, equitable energy and an intersectional movement for just transition, climate justice and a Green New Deal in Kentucky. The full committee meets face-to-face at least once a year, and has monthly meetings by video/phone.
- 7. The Racial Justice Committee:** will help ensure the organization is incorporating racial justice and anti-oppression into our work and strategies. Their work will include 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 periodically and via video conference throughout the year. All committee members are encouraged to participate in ongoing anti-racist education and skill-building.
- 8. Voter Rights Strategy Team:** develops strategy and coordinates efforts for KFTC's work on restoring voting rights to folks who have had a felony in their past and other issues related to building up Democracy in Kentucky. Our primary focus is on passing a constitutional amendment for voting rights, but the team deals with other issues related to litigation, pressuring the governor, and helping people navigate the existing process. People who have lost the right to vote themselves are especially encouraged to join the team. On average, this committee meets quarterly in-person and monthly by video conference / phone.
- 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 and Steering Committees about 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.