

## **KITCHEN CABINET ROLES & RESPONSIBILITIES**

- Acts as a forum for leadership of the Exchange through active local membership
- Works with staff to plan and implement the Exchange menu
- Sets policy for the Exchange
- Liaison with the local community to promote The Exchange and recruit members
- Liaison with the Board to assure consistency of vision and policy

### **TASKS & COMMITMENT**

- \*Commit for at least 1 year
- \*Commit to attending at least 8 of the 10 monthly meetings per year
- \*Commit to working on at least one committee or project per year
- \*Commit to becoming active members of the Exchange
- \*KC meets 10 months per year from 6:00-8:00 p.m. for a potluck dinner.
- \*Between 12 to 15 members are suggested.

Kitchen Cabinet meetings are run informally and typically chaired by members of the Kitchen Cabinet itself. Early on, the Coordinator/Facilitator often chairs the meetings, but gives way to members as they feel ready to take on these roles. Meeting minutes are typically taken and typed up by members, as well.

Kitchen Cabinet members earn Hours for the time they spend in Kitchen Cabinet activities.

### **SKILLS TO LOOK FOR IN KITCHEN CABINET MEMBERS**

Grassroots Everyday People Who GET it  
Loves to Organize Parties/Events  
Loves to Host Parties/Events  
Rolls Up His/Her Sleeves to Complete Task Lists (no matter how mundane)  
Media/PR Savvy  
Finds Fundraising is FUNraising  
Marketing Ideas and Services ALL THE TIME  
Locally Networked