

(DRAFT 5/5/05 by Delores)

## PORTLAND "EAST END" TIME BANK ("EETB")

### KITCHEN CABINET ("KC")

- **THE KITCHEN CABINET:**
  - Acts as the Board of the EETB to set policies. EETB operates as part of the New England Time Bank non-profit status.
  - Works with staff to plan and implement the EETB Exchanges.
  - Liaisons with the local community to promote Time Banking and recruit members.
  - Liaisons with the New England Time Bank Board to assure consistency of vision and policy.
  
- **COMMITMENT OF KITCHEN CABINET MEMBERS:**
  - The KC is composed of 12-15 members.
  - Commit for at least one year (Board year ends in August).
  - Commit to attending at least 8 of the 10 monthly meetings per year which are the First Thursday of the month from 6-8pm. These meetings are potluck. (December and August are often the months with no meetings.)
  - If a member cannot attend, call the Coordinator why you cannot attend; after two un-advised absences the person may be removed from the KC.
  - Commit to working on at least one committee or project per year.
  - EETB members, after being a member for at least one year, can ask to be on the KC; the KC votes on each candidate.
  - Skills the KC seeks: Grassroots everyday people most importantly; those with experience in media, public relations, fundraising, marketing, locally networked people.
  - KC members earn EE time dollars for the time they spend in KC activities.
  
- **KITCHEN CABINET CULTURE:**
  - KC meetings are run informally and are typically chaired by members of the KC. The Coordinator may chair meetings, but KC members chair as much as possible.
  - Decisions are by consensus when possible.
  - Minutes of each meeting are prepared by a EETB member for time dollars when possible; otherwise a KC member will serve as Scribe for the evening.

These Guidelines Adopted     May 2005    

Signature of each KC member \_\_\_\_\_; Date \_\_\_\_\_