

InKind Baking Project Governance

InKind Baking Project Overview

The InKind Baking Project is an all-volunteer project in the greater Philadelphia region dedicated to baking and delivering homemade baked goods to various community organizations and events. The project is fiscally sponsored by [CultureTrust Greater Philadelphia](#).

Mission

To deliver joy and a sense of connection between our Philadelphia-area volunteers, service organizations, and the many communities they serve through baked goods homemade with care.

Vision

A world where everyone feels the kind of joy that comes from giving and receiving homemade baked goods.

Our Values

Where joy is built through community and kindness, and baked with inclusivity, dignity, and social justice.

1. Steering Committee:

The steering committee guides the direction and operational aspects of InKind Baking Project. Positions are filled as needed with no specified terms or limits. It consists of the following key positions:

1.1 Chair:

The Chair provides leadership and direction to the steering committee and ensures that InKind Baking Project fulfills its mission effectively. Duties include:

- Represent InKind as Project Director with fiscal sponsor.
- Presiding over meetings, setting meeting agendas, keeping meetings as needed.
- Facilitating communication and collaboration among committee members.
- Representing InKind Baking Project in external matters and partnerships.
- Providing guidance and support to other committee members.

1.2 Treasurer:

The Treasurer is responsible for managing the financial affairs of InKind Baking Project and ensuring transparency and accountability. This role may be fulfilled by the chair if the position is vacant. Duties include:

- Budget planning and organizational financial forecasting.
- Monitoring income, expenses, and financial transactions.
- Maintaining financial records.
- Chair the fundraising drives.

1.3 Communications Coordinator:

The Communications Coordinator is responsible for managing internal and external communications to promote InKind Baking Project's mission and activities. Duties include:

- Developing and implementing communication strategies and campaigns.
- Serve as secretary of the Steering Committee to include - meeting minutes and agendas, internal document management,

- Creating and disseminating newsletters, press releases, and promotional materials.
- Responding to inquiries and engaging with stakeholders and the public.
- Website management

1.4 Media Coordinator:

The Media Coordinator is responsible for managing InKind Baking Project's social media channels, and other communication platforms. This role may be fulfilled by the Communications Coordinator if the position is vacant. Duties include:

- Developing and implementing social media engagement strategies in partnership with the Communications Coordinator
- Creating content for various platforms including posts, graphics, videos, soliciting member and partner photos, comments, etc.
- Monitoring social media platforms and engaging with partners and volunteers.

1.5 Membership Coordinator:

The Membership Coordinator is responsible for recruiting, engaging, and retaining volunteers. Duties include:

- Maintaining a database of volunteers – including responding to new membership requests
- Developing and implementing strategies and initiatives to grow and maintain volunteers
- Leading organization of member events, meetings, and volunteer opportunities.
- Providing support and resources to volunteers.

1.5 Partner Relations Coordinator:

The Partner Relations Coordinator is responsible for establishing and maintaining partnerships with organizations, businesses, and community groups. Duties include:

- Educating partners on process and procedure
- Identifying potential partners and collaboration opportunities.
- Facilitating communication and collaboration between partners.

1.6 Event Coordinator

The Event Coordinator is responsible for end-to-end management of event requests from partners and facilitating partner communication with volunteers as needed. This role may be fulfilled by the Partner Relations Coordinator if the position is vacant. Duties include:

- Reviewing incoming event requests and evaluating for alignment with InKind's Mission.
- Educating partners on process and procedure
- Utilizing PlanHero software to create and manage events according to SOPs

1.7 Bonus Baker & Bonus Driver

Bonus Bakers and Bonus Drivers agree to be contacted as the need arises to request assistance with fulfilling last-minute baking or delivery need. Schedule flexibility is helpful.

2. Meetings and Decision-Making:

The steering committee meets regularly to discuss and make decisions on matters related to InKind Baking Project's operations, programs, and strategic direction. Decisions are made through consensus or majority vote, with the Chair having the authority to break ties if necessary.

3. Organizational Procedures

Organizational standard operating procedures and documents regarding functional duties and operations are maintained in a secure Google Drive available to Steering Committee members.

4. Amendments:

This governance document may be amended by a majority vote of the steering committee members. Amendments shall be recorded and incorporated into the document for reference.

5. Adoption & Review:

This governance document is adopted on 5/03/2024 and shall serve as the guiding framework for InKind Baking Project's governance and operations. An annual review will take place at a Steering Committee meeting.