



Establishing Your Kitchen Cabinet

The *Kitchen Cabinet (KC)* is a small group of members that helps to coordinate TimeBanking in their local community. They help local community members bring their ideas and concerns to the TimeBank Idaho Coordinator. You might explain them as a locally-based steering team responsible for making decisions, developing policies and conducting outreach to maintain and enhance TimeBanking within their communities.

The *Kitchen Cabinet* should consist of members who love being involved with the TimeBank or who are excited and invested in bringing TimeBanking to their area. This will require lots of enthusiasm, lots of ideas, and a willingness to pitch in and help out. They will meet at least twice a month in the beginning (or more if selected to do so) and can be responsible for:

- TimeBank Ambassadorship
 - Member recruitment, public speaking, making and matching exchanges with new members
- Member Coordination
 - Member orientation; keeping in touch with new members; helping facilitate matches when needed; social work; conflict resolution
- Events Coordination
 - Group activities of the TimeBank
- Technical Assistance
 - Training on Community Weaver; managing web presence and email
- Administration
 - Collecting dues, financials/budgeting, office management
- Team Leadership
 - Making sure that everyone is happily taking responsibility for their role
- Finding the Resources/Fundraising
 - Asking for support, working with other members of the team to seek sources of funds and/or in-kind resources

To begin your *Kitchen Cabinet* a community will need to have a few things in place prior to getting started. While you may have and may need more than one *Kitchen Cabinet* for your town/city, each *KC* must have the following to be considered and identified as authentic. After establishing your *KC*, your 'neighborhood' will be created in the Community Weaver software and members will have the ability to monitor the activity within their respective 'neighborhood'.

Kitchen Cabinet Requirements:

- Five people
- Zip Code

While a member may be part of the '*Coeur d'Alene Neighborhood*' they are not limited to exchanging within that specific neighborhood. *Neighborhoods* are created to make exchanging within your area easier, but do not limit members from exchanging in other *neighborhoods* or statewide.