



Steering Committee Application

Thank you for your interest in joining the HOPE Collaborative Steering Committee.

HOPE Collaborative (Health for Oakland's People and Environment) is a community collaborative working towards policy and systems change to promote the health and well-being of families and youth in the most vulnerable communities of East and West Oakland.

We work on multiple levels to support community-driven environmental change in creating a sustainable and equitable food system, healthy and safe built environments, and supporting community engagement and leadership development.

The HOPE Collaborative deeply values and is committed to diversity. We honor the differences among us, knowing those differences strengthen and enhance not only our experience but our community as well.

Responsibilities of the Steering Committee

- The final decision making body of the Collaborative on budgetary items, approving or changing Community Action Plan goals and strategies, sign-ons to platforms and letters, mini-grant invitations and awards, hiring consultants or subcontracting to organizations, selecting new Steering Committee and Executive Committee members, changes to structure, changes to stipend policy, changes to participation agreements, and changes to mission or vision statements or logo.
- The Steering Committee is charged with setting direction for or making new policy for the Collaborative.
- Responsible for the implementation of the Community Action Plan.

Terms & Time Commitments

- One two-year term, with the ability for a second and third consecutive two-year term upon re-election by the Steering Committee (eligible for up to a total of three terms or six years). Terms of Steering Committee members will be staggered to ensure a minimum of 1/3 membership of the Committee at any given time.
- Steering Committee members may serve additional terms if there is a lapse after the end of two consecutive two-year terms.
- The number of hours of volunteer service per year is estimated between 60 and 72. Volunteer service can include participating in working groups to implement HOPE's adopted action plan (see Participation Agreement) or assisting with fundraising, communications, policy, evaluation, or strategic planning for the collaborative.

- The Steering Committee meets on the second Tuesday of each month from 4:00PM – 6:00PM at the HOPE office. Members are expected to attend 75% of meetings—9 out of 12 per year.

Role of Steering Committee

Leadership in HOPE intentionally involves power sharing, not power dominance;

- The governance model of HOPE involves a 22-member Steering Committee that serves as the final decision-making body of the Collaborative and provides oversight of all HOPE operations.
- Each organizational member of the Steering Committee has one vote.
- The Steering Committee uses a written consensus protocol for decision-making.
- Be accountable for creating clarity and transparency for the collaborative goals and processes
- Ensure that young people have access and are engaged.
- Ensure that the collaborative offers opportunities for young people and all community members who want it, to be mentored and receive training and leadership development.
- Ensure that organizational representative collaborative members receive training/guidance on community engagement.
- Uphold HOPE decision-making process and operating protocols, including the Participation Agreement and the Policy on Conflict of Interest.

Steering Committee Membership

- One Seat for the Convening organization (ACPHD)
- Two seats for Food Systems
 - Food Systems Group (1)
 - Oakland Food Policy Council (1)
- Two seats for Built Environment
 - Neighborhood Planning Group (1)
 - Place Matters Land Use and Transportation Group (1)
- Two seats for School Food
 - Oakland Unified School District (1)
 - Community member working on school food (1)
- Civic and Youth Engagement
 - Leadership Institute Core Team (1)
 - Leadership Institute Graduates (2)
 - Youth Action Board (2 youth, 1 non-voting adult ally)
- One seat for Communications
- One seat for Evaluation
- One seat for Fundraising
- Four at-large seats
- One seat for a Foundation

Committees will select their own representative. If a committee with a designated SC seat ceases to exist, the seat may become an at-large seat.

To apply, please complete the attached application and send it to info@hopecollaborative.net or fax it to 510-444-4819 by May 15, 2015. *No late applications will be accepted.*

**HOPE Collaborative
Steering Committee Member Application**

Name: _____

Title: _____

Organization: _____

Contact Information: _____

Seat you wish to fill (see page 2): _____

On a separate document, please provide brief responses to the questions listed below:

- 1) What is your primary interest in applying to participate as a steering committee member?

- 2) Realistically, how much time per week or month do you think you could devote to HOPE Collaborative?

- 3) What role will you play in the implementation of HOPE's Community Action Plan?

- 4) Is there a neighborhood, racial/ethnic group, and/or other constituency that you or your organization addresses? Please specify.

- 5) How will you support community and youth engagement, leadership development, communications, and/or fundraising for HOPE?

- 6) What relevant skills, expertise, and unique characteristics do you bring to the collaborative?