

350 MADISON TEAM LEAD/COORDINATING COUNCIL JOB DESCRIPTIONS (FOR POSITIONS WITH NO CURRENT CANDIDATES)

TAR SANDS TEAM LEAD DESCRIPTION (Lead or Co-Lead)

1. Schedule Tar Sands Team meetings and set the agenda.
2. With the Tar Sands Team, identify Tar Sand's strategic and tactical approach.
3. Coordinate planning for Tar Sands actions (or delegate coordination, ensuring that appropriate planning takes place).
4. Arrange for periodic or ongoing evaluation of Tar Sands actions, to support continuous improvement.
5. Actively coordinate with representatives of Divest & Defund, Communication Action Team, Outreach, Monthly Meeting, and Climate Solutions teams to help amplify Tar Sand's message and effectiveness.
6. Proactively work with the Fundraising Team and Co-Coordinators to write grants and otherwise fundraise to support the Tar Sands Team.
7. Maintain the Tar Sands shared drive on Google Drive.
8. Represent the Tar Sands Team on the Coordinating Council.
 - a. Support organizational development, including fundraising efforts for 350 Madison.
 - b. Participate actively in policy discussions and other Coordinating Council discussions and decisions.
 - c. Write up Tar Sands section in monthly team reports for Coordinating Council.
 - d. Request annual budget, participate in strategic planning activities, review team charter, etc.

CLIMATE SOLUTIONS TEAM LEAD DESCRIPTION

1. Schedule Team meetings, set the agenda, and facilitate discussions.
2. With team members, identify Climate Solutions Team priorities and activities and develop work plans.
3. Make sure that team members are assigned to prioritized activities. Monitor their progress.
4. Actively coordinate with representatives of Tar Sands, Communication Action Team, Outreach, Monthly Meeting, and Divest & Defund to coordinate messaging and provide mutual support.
5. Arrange for periodic or ongoing evaluation of Climate Solutions Team activities to support continuous improvement.
6. Maintain the Climate Solutions shared drive on Google Drive.
7. Represent the Climate Solutions Team on the Coordinating Council.
 - a. Support organizational development, including fundraising efforts for 350 Madison.
 - b. Participate actively in policy discussions and other Coordinating Council discussions and decisions.
 - c. Write up Climate Solutions section in monthly team reports for Coordinating Council.
 - d. Request annual budget, participate in strategic planning activities, review team charter, etc.

OUTREACH TEAM LEAD DESCRIPTION

1. Recruit and train Outreach Team members and others who will do tabling or other outreach activities.
2. Work with team to identify tabling and other outreach opportunities, and to make needed arrangements.

3. Delegate responsibility to team members and make sure the work gets done.
4. Make sure that tabling equipment is in good repair and that it is returned to the storage space.
5. Make sure that names/contact information gathered through outreach activities are sent to the Action Network administrator.
6. Hold regular Outreach Team meetings.
7. Coordinate with other teams to make sure that up-to-date written documents are available for tabling and other outreach.
8. Maintain the Outreach Team shared drive on Google Drive.
9. Represent the Outreach Team on the Coordinating Council.
 - a. Support organizational development, including fundraising efforts for 350 Madison.
 - b. Participate actively in policy discussions and other Coordinating Council discussions and decisions.
 - c. Write up Outreach Team section in monthly team reports for Coordinating Council.
 - d. Request annual fundraising team budget, participate in strategic planning activities, etc.

FUNDRAISING TEAM LEAD DESCRIPTION

1. Plan Fundraising Team meetings (working with the Development Director, schedule meeting, and set agenda, facilitate team discussion, and assign follow-up steps).
2. Work closely with Development Director to develop fundraising plan that lays out specific activities (fundraising drives, grant applications, special events, etc.) that will take place.
3. Help ensure that adequate staff and volunteer resources are available to carry out activities in the fundraising plan.
4. Directly participate in fundraising activities, as appropriate.
5. With Development Director, maintain the Fundraising Team shared drive on Google Drive.
6. Assess the effectiveness of fundraising efforts and suggest changes or additions to fundraising approach.
7. Represent the Fundraising Team on the Coordinating Council.
 - a. Support organizational development, including fundraising efforts for 350 Madison.
 - b. Participate actively in policy discussions and other Coordinating Council discussions and decisions.
 - c. Write up Fundraising Team section in monthly team reports for Coordinating Council.
 - d. Request annual fundraising team budget, participate in strategic planning activities, etc.