



cittaslow sebastopol

Keeping Sebastopol green, local, friendly and artistic

Cittaslow Sebastopol

Information for Steering Committee Applicants

Applicants are encouraged to save paper and apply online at: www.CittaslowSebastopol.org/scapplication
DEADLINE: Tuesday, April 21, 2015, 4:00 p.m.

Community members are sought to serve on the Cittaslow Sebastopol Steering Committee. The purpose of the Steering Committee will be to provide leadership and administrative oversight of projects that help Sebastopol maintain and enhance its Cittaslow (Slow City) priorities.

To qualify for consideration to become a Cittaslow Sebastopol Steering Committee Member, one must

- be part of the Sebastopol community and deeply interested in and willing to serve the community. Indicators of Sebastopol community membership include living, working, owning a business or property in Sebastopol, and/or that Sebastopol is “your” town, i.e. you are “personally invested in Sebastopol and will continue to be”
- demonstrate enthusiasm for Cittaslow mission and priorities
- have 2 hours per week for working on Cittaslow activities for an 18 month term

Steering Committee Members are sought who have an interest in one or more of the following Cittaslow priorities:

- ◇ Agriculture
- ◇ Locally made products
- ◇ The Arts
- ◇ The hospitality industry
- ◇ Local culture and heritage
- ◇ New technologies that foster community well-being
- ◇ Connectivity between individuals, businesses and organizations
- ◇ Sustainable environmental policies
- ◇ Community-friendly infrastructure (e.g. walkways, bikeways, parks, community buildings)

We are a temporary (Ad Hoc) committee of the Sebastopol City Council. We currently operate as a non-profit under the fiscal sponsorship of Inquiring Systems, Inc (ISI). All donations are tax-deductible. Cittaslow Sebastopol is not subject to California’s Brown Act, including disclosure requirements. However ethics and integrity befitting a City Committee are expected. Under our charter with Cittaslow International, we are not to participate in elections, referendums or ballot measures. While we may periodically advise the City on policy matters, the focus of Cittaslow is educational, not political.

Desirable Applicant Characteristics

- ◇ Skills and/or past experience with:
 - Events Planning
 - E-newsletters (Constant Contact)
 - Legal background
 - Book-keeping/finances
 - Volunteer Coordination
 - Social Media (Facebook, blogging or twitter)
 - Media relations (e.g., press releases)
 - Fundraising, development and grant writing
 - Outreach (e.g. speaking, exhibiting)
 - Cittaslow and/or Slow Food Movement
- ◇ Ability/willingness to work collaboratively in a group with a positive, solutions-based approach
- ◇ Ability/willingness to use email and learn (with teaching) other no-cost forms of online communication such as Google Docs.

Expectations of Cittaslow Sebastopol Steering Committee Members

- ◇ Commitment to Serve Cittaslow Sebastopol
When appointed, members are expected to serve their term of office. While personal or professional circumstances might prompt an unexpected resignation, applicants who are aware of any reasons why they may not be able to complete a full term or attend regularly scheduled meetings, should indicate this on the application. While time commitments will vary depending upon schedules and workload, members are expected to attend all scheduled meetings. In addition to attending scheduled meetings, members may be expected to participate in projects and/or serve on work groups or subcommittees.
- ◇ Relationship with the Community
As a member of Cittaslow Sebastopol, your actions will reflect on our community and you are required to a) relate to the entire community with impartiality and courtesy and b) act to accomplish the mission of Cittaslow Sebastopol rather than further personal preferences or economic interests.
- ◇ Commitment to City Policy
As a member of Cittaslow Sebastopol, your actions reflect upon city government. The City has adopted ordinances and policies following an appropriate public process. As a Cittaslow Sebastopol Steering Committee member, your duty is to abide by such policies and enhance the overall well-being of the community.
- ◇ Familiarity with Community
Appointees must be familiar with the physical, social and economic make-up of our community. Applicants should have demonstrated an active interest and/or involvement in the community.
- ◇ Knowledge of the Committee
If not already familiar, during the application process, applicants should become familiar with Cittaslow International: www.Cittaslow.org
Cittaslow USA: www.CittaslowUSA.org
and Cittaslow Sebastopol: www.CittaslowSebastopol.org

The Selection Process and Tips for Applying

- ◇ Apply online at www.CittaslowSebastopol.org/scapplication, or type or neatly print your application. A neat application is appreciated.
- ◇ Answer all questions on the application. If a question does not apply, please note it as not applicable.
- ◇ Don't forget to sign and date your application.
- ◇ Your application will be reviewed to gain an understanding of your background and experience, and how you can contribute to Cittaslow Sebastopol.
- ◇ Depending on the number of applicants for each position, individuals will be interviewed based on their enthusiasm for the mission and their desirable characteristics as noted above.
- ◇ Prepare for the interview. It is suggested that you clarify for yourself what excites you about Cittaslow Sebastopol and how you hope to further its mission.

Timeline 2015

Tue, Apr 21: 4:00 p.m.: Applications due
Mon, Apr 27: Invitations extended to interviewees
Tues, May 5 and Thursday May 7, between 5 and 7 p.m.: Interviews
Mon, May 11: Notification of new Steering Committee members
Tue, May 19: 6:00 – 8:00: Presentation to City Council
Thu, May 21, 5:30 to 7:30 p.m.: Orientation #1 (history & philosophy, project descriptions)
Tue, May 26, 5:30 to 7:30 p.m.: Orientation #2 (technology and by laws)
Tue, June 9 (2nd Tuesday of the month), 5:30 to 8:00 p.m.: Initial meeting of New Steering Committee

Cittaslow Sebastopol: Volunteers vs. Steering Committee Members

	Volunteers	Steering Committee
Time Commitment	Variable by individual	2 hours per week: <ul style="list-style-type: none"> - Steering Committee mtg 1/mo. - SubCommittee mtg 1/mo. - Project tasks in between
Duration	Variable by individual	18 mo. commitment requested
Level of Responsibility	Usually very task specific work (e.g., graphics, booth-sitting) or focused on a particular project (e.g., Grav Apple Fair, Free Apple Boxes)	Cittaslow Policies and Procedures; Financial Oversight; Leadership on a Project/Activity
Represent Cittaslow to the press?	No. Need to refer the press to a Steering Committee member.	Yes.
Voting Rights	Has a say within their project or scope of work.	Can vote on policy and procedures and has oversight on issues pertaining to projects
Recruitment	Varies. They can contact us, or we can solicit new volunteers.	We put out formal call for new Steering Committee members
Application Process	<ul style="list-style-type: none"> - Fill out a general information form (interests, contact information). - Talk with Volunteer Coordinator or attend orientation meetings. (Cittaslow history, philosophy, our status with the city, policy do's and don'ts) - Decide which project(s) to work on and get connected with that team. 	<ul style="list-style-type: none"> - Recruitment Committee (RC) is formed and creates list of needs, a recruitment strategy and recruitment packet. - Solicitation strategies are implemented - Packet with application handed out (or made downloadable from the Internet) - RC reviews applicants and schedules interviews - Steering Committee interviews candidates - Candidates are chosen - Orientation occurs - Each new member has a mentor/buddy.
Approval needed	Only the approval of the Project Lead (Steering Committee member) and the Volunteer Coordinator	Must be interviewed and approved by the Steering Committee.
When can they join	Whenever a person is interested and we wish to take someone new on for a project or task.	When we open up specifically for new Steering Committee members, usually in March
Orientation	General orientation by Volunteer Coordinator or 2 orientation meetings during spring recruitment.	2 meetings to talk about history, Policy do's and don'ts, technology, how we run our meetings, and to pick a project.
Communications	Just within Project Team	Steering Committee Listserve