

## **Steering Committee Job Description:**

SFCIPP seeks additional members interested in serving on a SFCIPP steering committee for one-year. Membership on the steering committee includes a commitment to a one hour-monthly call and attendance in general meetings. Two of the steering committee members will be asked or may volunteer to chair a working group.

The Steering Committee is a smaller body of SFCIPP that includes representatives of the public sector, a community based organization and those directly affected by parental incarceration. Members will be paid a stipend depending on circumstance.

## **Roles and responsibilities:**

SFCIPP steering committee members will offer support for:

- Planning agendas for general meetings, proposing priorities for yearly work plans.
- Responding to rapid response requests, responding to media/public speaking requests.
- Provide supervision and guidance to staff and sharing responsibility for chairing and facilitation of general meetings or working groups.
- The steering committee will advise the hiring of any new staff and the yearly work plan for the coordinator.
- The SFCIPP steering committee will meet once a month by phone.
- The SFCIPP coordinator will facilitate and organize all calls.
- The SFCIPP steering committee will attend at least 1-2 fundraising events
- Two members of the steering committee will chair working groups that will include an additional monthly call
- Working Group Chairs provide updates during the general meetings in partnership with the coordinator
- *Potential Working Groups* - Research, Fundraising (contacts with funders, major donors, planning a fundraiser), Events, Leadership Development (program)

## **Steering Committee Membership Requests**

- Professional experience with systems impacted families through the public sector and/or community based organizations (h)
- Personal experience as an adult parent who is formerly incarcerated or a child of an incarcerated parent (p)
- Fundraising experience or knowledge, current relationships with relevant funders (h)
- Ability to spend approximately 1-3 hours a week on steering committee activities. (h)
- We need 2 steering committee members to chair a working group based on their respective areas of expertise - This will include chairing monthly hour long meetings in partnership with the coordinator.(p) (h)
- Interest in helping with grassroots fundraising events/activities
- Passion for systems change that will benefit children of incarcerated parents
- Represent the demographic groups that are impacted by incarceration (race, class, gender identity, sexual orientation, ability, religious beliefs, etc.) (h)

(p) - preference given

(h) - high organizational need