



## **INTERFAITH ACTION STRUCTURE**

### **Board**

- Financial and fundraising oversight
- Recommend strategy and policy to Annual Meeting
- Approve new areas of advocacy
- Provide guidance on administration
- Hire/fire director

### **Director**

- Staffs the Board of Directors meeting
- Serves as a liaison to partner organizations
- Coordinates media relations
- Facilitates the development of annual strategy and work plans in conjunction with board and working groups
- Assists in implementation of annual action plans in coordination with working groups
- Engages with public officials and advocacy organizations relative to our advocacy platform

### **Program Coordinator**

- Serves as support to Director, Working Group Chairs, and Program Leads
- Program/event marketing through posters, media blasts, and social media
- Bulletins
- Website upkeep and development

### **Working Groups**

- Input into annual strategy and plans
- Evaluate programs
- Assist in implementing work plans as defined
- Serve as liaisons to their congregation and assist in fundraising with their congregation
- Assist in advocacy efforts

### **Working Group Co-Chairs**

- Call working group meetings at least every other month, put together meeting agenda, communicate with working group members
- Check-in with the program leads regularly and make sure they're on track
- Serve as point of contact for general working group needs and welcoming new members

### **Working Group Program Leads**

- Serve as "point person" for specific working group events/initiatives, leading program planning, volunteers, etc.
- Give event/initiative updates at the working group meetings

### **General/Annual Meeting**

- Review and affirm annual strategy and plans
- All Interfaith participants are encouraged to attend