

# REVIVING THE PARTICIPATION MATRIX

BASED on 8/10/05 draft prepared by Ann, Joe, Jill

REVISIONS Dec. 2008 by Kathy based on current practice and notes on Wiki

BECAUSE "We create a culture of participation, stewardship and skill-sharing, interdependence and cooperation. We all regularly participate in activities that contribute to the ongoing functioning of LAEV. **Ways to participate are diverse, numerous, clear and welcoming.** We continuously encourage and support ways to provide new opportunities to participate. Individual participation is fulfilling, rewarding and is an opportunity for growth."

## Opportunities for LAEV Participation (DRAFT)

Consensed: Minimum monthly obligation is 2 out of 3:  
attending 1 weekly meeting ~ attending 1 potluck ~ 4 volunteer hours for items on this list

Work Group.....	See .....	Tasks .....	Commitment (est.)
Ambassador*	Lois.....	Represent LAEV elsewhere & report back (see note).....	Occasional
Animal Care.....	Lara.....	Poultry, rabbit, fish husbandry.....	Daily < 1 hour
Bienvendidos Committee .....	Ann.....	Work with "in process" potential members; monthly meetings .....	2 - 10 hr/month
Building Rehabilitation .....	Lara.....	Odd jobs: Painting, cleaning, repairs as qualified.....	Job dependent
Bulk Buy.....	Ron.....	Organize/distribute food buys every few months .....	3 - 4 hr/event
BVCLT Committee.....	Lois.....	Develop BVCLT legal structures; occasional meetings .....	2 - 10 hr/month
Compost .....	Esfandiar.....	Dig & cover rotating composting areas weekly .....	1 hr/wk
Communications, External .....	Lois.....	Maintain ties with GEN and other organizations, report back.....	2 - 10 hr/month
Communications, Internal .....	Lois.....	Keep lobby whiteboard, literature table, and bulletin boards clean, current.....	<1 hr/wk
Conflict Resolution Team.....	Esfandiar.....	Help resolve conflicts by appointment (after training) .....	Occasional
Dinner Darling.....	TBD.....	Go early/stay late to set up Sunday potluck, clean up after .....	4 hr/event
Emergency Prep Committee .....	Esfandiar.....	Plan/host fundraisers, develop/execute/promote emergency plans.....	2 - 10 hr/month
Facilitation Team .....	Lara.....	Prepare weekly meeting agendas, facilitate, take & post notes .....	3 - 5 hr every 8 wks
Food Lobby .....	Jocelyn.....	Cooperatively organize/execute weekly farm deliveries; monthly meetings .....	3 - 4 hr/month
Free Table.....	Lara.....	Keep Free Table decluttered; recycle unclaimed items as needed.....	<2 hr/wk
Gardening Committee .....	Joe.....	Garden assigned areas, attend occasional meetings.....	2 - 10 hr/month
Gardening, Indoor.....	Esfandiar.....	Maintain lobby/entry plants .....	<1 hr/wk
HazMat Team.....	Esfandiar.....	Collect & recycle batteries and other hazardous items .....	1 trip/month
Housekeeping Committee.....	Kathy.....	Maintain & improve condition of common areas.....	2 - 10 hr/week
Host.....	Lois.....	Handle all arrangements for scheduled day visits: VIPS, school groups, etc.....	Occasional
Hotelier .....	Lara.....	Preparations, welcome, orientation for overnight guests & short stays .....	Occasional
Listserv (Food Lobby).....	Ron.....	Maintain/moderate laev-food-coop@googlegroups.com .....	Occasional
Listserv (LAEV) .....	Dave.....	Maintain/moderate laecovillage@yahoogroups.com .....	Variable
Long Term Planning.....	TBD.....	US/TU research on sustainability: capital improvements such as solar.....	2 - 10 hr/week
Management Team.....	TBD.....	US/TU executive body to prioritize & address ownership issues .....	2 - 10 hr/month
Maybe Fridays.....	TBD.....	Organize music/performance/party/open mike night in Lobby .....	Occasional
Outside Education.....	TBD.....	Attend or hold class/conference/event related to LAEV mission & report .....	Occasional
Phone & Email database.....	Lois.....	Maintain current member data on hidden wiki page .....	<1 hr/month
Policies & Documents .....	TBD.....	Maintain current versions of all policies & important docs on wiki & in lobby .....	Occasional
Political Action .....	Lois.....	Letter writing, leafleting, petition circulation etc. on LAEV issues .....	2 - 10 hr/month
<b>Potluck</b> .....	none.....	Bring food to a potluck, stay & share.....	7 PM to ? on Sundays
Publicity.....	Lois.....	Respond to interview requests, write/publish articles about LAEV .....	2 - 10 hr/month
Service.....	Lara.....	Assist in meeting needs of incapacitated neighbors (home care, errands) .....	Highly variable
Special Events**.....	Lois.....	Organize, work at, or attend LAEV-sponsored events (see note) .....	Event dependent
Staples Storehouse.....	Jocelyn.....	Sell bulk items on Sunday afternoons from bike room kitchen.....	4 - 10 hr/month
Supah Suppah Host.....	none.....	Fix a meal for the community at your own expense .....	Occasional
Tea Cart .....	Michelle.....	Sell tea, books, bags, shirts, etc. to visitors after Saturday tours .....	2 - 10 hr/month
Tour Leader .....	Lois.....	Train, set up and lead Saturday 4-hour tours.....	5 hr every X wks
Transportation.....	Varies.....	Furnish transport (bike, bike trailer, car, van) for LAEV purposes .....	Occasional
US/TU Finance Committee .....	Dave.....	Develop financial structure of Coop; monthly meetings .....	2 - 10 hr/month
US/TU Gov Committee.....	Somer.....	Develop bylaws of Coop; monthly meetings.....	2 - 10 hr/month
US/TU Mem'ship Committee.....	Heather.....	Develop membership structure of Coop; monthly meetings.....	2 - 10 hr/month
Vermiculture.....	Federico.....	Adopt and maintain worm bin(s) .....	2 - 10 hr/month
Website .....	Lois.....	Maintain/update www.laecovillage.org/.....	Variable
<b>Weekly Meeting</b> .....	none.....	Participate in a weekly POG or Community meeting.....	7:30 to 9 PM Mondays
Wifi.....	Dave.....	Maintain/upgrade/troubleshoot wifi system.....	Variable
Wiki .....	Federico.....	Resource/troubleshooter for users of http://urbansoil.net/wiki.cgi/ .....	Occasional
Work Party (monthly).....	Joe, Melba ..	Projects such as depaving, painting, repairs (general betterment)....	10 to 4 on last Saturdays

\* "Ambassadors" table at festivals and similar events, leaflet the neighborhood, attend or participate in meetings, workshops, charettes, hearings, etc. of civic or governmental groups, serve as LAEV representatives to the larger community and report back via the listserv.

\*\* "LAEV-Sponsored Events" include Retreats; Workshops (Depaving, Solar, Grey Water, etc.); Trainings (Consensus Building, NVC); hosting events connected with visiting speakers, authors, performers, film-makers, others.

**NOTE:** Many tasks are handled in rotation (such as facilitation) - time commitment dependent on how many sign up. Some "groups" may require only one person.