



Design~Build~Live Committees

The following are general descriptions of Design~Build~Live Committees. We welcome inquiries from anyone interested in possible volunteer opportunities with these committees. If you don't see a committee or function that fits your particular needs or skills, please call to discuss other ways in which you might become involved with DBL. Contact Gayle Borst gayle@stewardshiparchitecture.com or 512-478-9033.

Books & Merchandise Committee

The purpose of the Books & Merchandise Committee is to supplement the educational and fundraising functions of Design~Build~Live. Responsibilities include:

- ☞ Prepare media (books, magazines, CDs/DVDs, and other publications) and merchandise selection guideline for Board approval
- ☞ Select media/merchandise items that are consistent with approved selection guidelines
- ☞ Purchase, receive, record and manage all media and merchandise
- ☞ Track books/media and merchandise for success and profitability
- ☞ Oversee media/merchandise sales at special events
- ☞ Report and provide documentation for expenses and income to DBL bookkeeper

Education Committee

The Education Committee coordinates one of the most important parts of DBL's mission: ongoing educational programs in the areas of natural building and sustainable living. This committee's responsibility is to work with the Education Director to accomplish the following:

- ☞ Implement and refine curriculum
- ☞ Assess and update near, medium and long-term education goals
- ☞ Assess and reassess effectiveness of individual classes and workshops
- ☞ Engage qualified instructors
- ☞ Research eco-education programs elsewhere
- ☞ Coordinate with other area organizations to
- ☞ Frequently assess unmet community educational needs

Finance/Accounting Committee

The Finance/Accounting Committee is responsible for the compilation and recording of all tax consequential information using Quickbooks. Tasks include:

- ☞ Receiving, processing and recording all monetary and in-kind donations and grant monies

- ☞ Processing all accounts payable and reimbursable expenses
- ☞ Tracking of all individual grants, monies & time
- ☞ Tracking of merchandise expenditures and sales
- ☞ Providing monthly financial reports to the Board
- ☞ Tracking volunteer-time totals
- ☞ Filing all necessary tax documents to IRS, TWC and State Comptroller

Fundraising Committee

The Fundraising Committee is charged with providing financial support through fundraising activities/events and grants. Tasks include:

- ☞ Devise and implement strategies to secure financial donors (partners)
- ☞ Plan and organize special fundraising events
- ☞ Identify, index and maintain an inventory of institutional money sources for community and environmental non-profits (from websites, personal references, research)
- ☞ Recommend potential grant applications to Board and coordinate grant-writing processes to seek selected grants

Newsletter Committee

The Newsletter Committee is responsible for all activities relating to the compiling and distribution of the monthly newsletter. Duties include:

- ☞ Facilitate compilation of newsletter, including compiler/editor support
- ☞ Inform newsletter content contributors of production schedule each month
- ☞ Track and implement any changes to newsletter, including format, content, and distribution
- ☞ Track distribution to ensure that Newsletter is reaching all intended recipients (Coordinate with Outreach Committee)
- ☞ Poll readership periodically regarding existing and desired new content

Outreach Committee

Using visual and volunteer resources, the Outreach Committee's purpose is to inform the media, general public and professionals about Design~Build~Live and its messages. Functions of this committee include:

- ☞ Identify target audiences, organizations, businesses and media to inform of ongoing (newsletter, programs, site visits) happenings
- ☞ Identify target audiences, organizations, businesses and media to inform of special events
- ☞ Coordinate the implementation of regular and special public outreach methods (news releases, program announcements, posters, internet postings, etc.)

- ☞ Create, maintain and update databases of outreach targets
- ☞ Devise ongoing and special events to help increase awareness of DBL and its educational messages

Partners Committee

The Partners Committee is responsible for all activities relating to the recruitment and care of donors and volunteers. Duties include:

- ☞ Welcome and follow up with each new Partner (donor or volunteer)
- ☞ Create and maintain a Partner database
- ☞ Recruit and help “place” new volunteers
- ☞ Initiate fund raising events
- ☞ Work with individual Partners who desire to create a program or ecobusiness under the umbrella of DBL
- ☞ Plan and conduct partner appreciation events and perks

Programs Committee

The Programs Committee is responsible for planning, executing, and evaluating DBL programs. Duties include:

- ☞ Identify possible program topics
- ☞ Contact potential presenter candidates and secure commitment
- ☞ Work with presenters to prepare monthly presentation
 - Inform presenters of the audience composition, time allotment, materials available, facility, etc.
 - Obtain presentation description from presenter
 - Obtain photo(s) for Newsletter
 - Obtain short bio of presenter for Newsletter
 - Obtain presentation outline from presenter and review and comment
 - Obtain list of materials and A/V equipment needed by presenters
 - Meet with presenter immediately before the presentation
 - Direct set up of room for the presenter’s special needs
 - Introduce presenter and facilitate the presentation
- ☞ Arrange for volunteers to set up and close down at each monthly meeting
- ☞ Evaluate presentation and audience response
- ☞ Identify and coordinate site visits, performing functions similar to those for presentations as well as handling site safety issues and liability waivers

Special Events Committee

The Special Events Committee is responsible for all activities relating to the pre-event coordination and communication surrounding special events. Duties include:

- ☞ Communication between Partner committee and main planning committee for event as necessary to ensure volunteer needs for event are met
- ☞ Communication between main planning committee for event and Treasury committee to monitor budget
- ☞ Initiate fund raising events with Partners committee
- ☞ Communication between main planning committee and all DBL committees for single-point of contact and quality assurance

Village Committee – Currently Closed

The purpose of the Village Committee is to coordinate the planning and implementation of Design~Build~Live's ecovillage. The Committee will help make the DBL ecovillage a reality by addressing the following:

- ☞ Clarify DBL's vision of the Village and the land we seek
- ☞ Draft the Village Covenants
- ☞ Define a strategy to make the Village a reality
- ☞ Determine ways to finance the Village and other possible partners
- ☞ Outline how the Village and DBL Learning Center would interact
- ☞ Coordinate the Intentional Community Dialogue Group

Visual Communications Committee

The Vis Com Committee is responsible for written / printed communications related to Design~Build~Live. This committee would produce/ create or oversee the production of the various forms of visual communications, such as:

- ☞ Letterhead and business cards
- ☞ Website design and maintenance
- ☞ Special event posters and other graphic displays
- ☞ Press releases
- ☞ Maintaining a photographic record of DBL events
- ☞ Brochures
- ☞ "Permanent" educational displays and materials
- ☞ Materials library (samples and explanations of natural building materials)