

Committee Structure

Background

Greens & Beans has implied committees based on WhatsApp group chats. Decision-making is split between committees and the general group, with the specific group chats deciding whether a decision should be made by the group as a whole.

Problem

These committees are not comprehensive and do not facilitate necessary coordination between functions. The current committees/teams are as follows:

- General
- Products
- Governance
- Finance
- Coordinating
- Onboarding

In addition, there is a "Business Plan" chat that is not tied to any committee, but is still a relevant part of coop planning and execution.

Solution

We plan to reorganize into the following new committees and associated responsibilities:

Committee	Responsibilities
Products	Products for sale; managing inventory; ensuring adequate supply; managing vendor relations
Internal Member Engagement	Members; onboarding; calendar; meeting planning; meeting notes; events (e.g., potluck socials)
External Community Engagement	Relationships with other organizations; tabling/outreach; newsletters; socials; wheat pasting
Facilities	Back-of-house (physical space); front-of-house (schedule management of the space)
Administration	Legal; finance; coop rules

WhatsApp groups will be renamed and combined, as needed, to fit these decisions.

Committees were designed to facilitate communication on relevant decisions; for any decision that needs to be made, we wanted there to be minimal cross-committee communication.

Decision Making

All decisions under the purview of a committee will be made solely by the committee. See the [Formalizing the proposal and voting process](#) agreement for details on decisions that are outside the scope of committees.

Committee Leadership

Each committee will elect, through whatever means they decide, two committee leads or points of contact who will serve on the Board.

The Board, once decided, will create and maintain a separate chat for their coordination, but are not recognized as a standing committee.

The Board of Representatives is responsible for:

- coordinating across committees to promote alignment of activities and priorities;
- serving as the primary forum for resolving cross-committee conflicts; and
- supporting communication and information-sharing among committees

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