

Sacramento Breastfeeding Coalition Position Descriptions

SBC President

Average hours per week are 2-3; sometimes less, sometimes more.

- Oversee endeavors of the Coalition and provide support to committee members for various activities undertaken by Coalition
- Develop monthly meeting agenda in coordination with VP and Secretary •
Facilitate monthly meetings
- Serve as a spokesperson for the work the Coalition carries out
- Engage potential stakeholders to help broaden our coalition's influence and reach within the community
- Maintain communication with Board, Steering committee and general membership to ensure all are aware of important information or pending issues

SBC Vice President

Average hours per week are 2-4; sometimes less, sometimes more.

- Support implementation of main SBC projects by serving as Planning Committee Lead for at least 2 annual endeavors (Mother-Baby Workplace Awards-May; and Holiday Milk Drive –December)
- Establish event dates and secure venue (if needed)
- Maintain communication by email and coordinate planning conference calls •
Assist with promotion and press release
- Review/edit event program
- Identify and engage volunteers and other partners for a successful event •
Facilitate SBC meetings in the absence of the President.

SBC Secretary

Average hours per week are 1-3; sometimes less, sometimes more.

- Document Attendance at SBC Meetings (maintain sign-in sheet)
- Develop Meeting Agenda
 - Discuss with SBC President the topics for the next meeting agenda
 - Distribute meeting agenda to SBC members the week prior to meeting •
- Schedule meeting locations
 - Reserve a room at the Library or coordinate with an offsite host
 - Remind members of the meeting location when sending out the meeting agenda ▪
 - Cancel room reservations when needed

- Manage Zoom: set up meeting links, notifications and general tech management during the calls
- Take notes on meeting discussion topics
 - Notes are drafted and then approved at the following member meeting
- Check Sacbreastfeeding@gmail.com account at least once a week
 - Forward emails to the correct people or respond directly
 - Add new subscribers to the distribution mailing list

Treasurer/Membership:

Time: Average 6 hours per month

- Provide fiscal oversight of income and expenditures to conduct Coalition business • Provide a monthly report to Board at meetings
- Collect/track membership dues
- Complete Federal and State tax documents related to maintaining non-profit status by April
- Write checks, deposit donations, and track expenditures/income
- Maintain archive file of all financial documents
- Send thank you notes to donors
- Answer financial questions from members
- Notify Secretary and Social media Co-Chairs of new members to add to email distribution lists

Community Partnership Liaison

Time 2-3/hours a month (more in preparation for a coalition sponsored event) • Provide active support to the activities the coalition undertakes to help gain community awareness

- Communicates with other location coalitions to collaborate on community events that support breastfeeding.

Political Liaison

Time: average time 2 hours/month (More in preparation of the Workplace awards) •

Provide updates on policy and legislation that impact breastfeeding. • Facilitate coordination of date, venue and legislative sponsorship for Mother Baby

Friendly Workplace Awards held annually in May in conjunction with the California Breastfeeding Coalition, at the State Capitol.

Social Media/Communications Co-Chair

Average hours per week are 1-2; sometimes less, sometimes more.

- Monitor and conduct communication through the SBC Gmail account • Send out emails to membership and other stakeholders as directed by the SBC Board • Maintain SBC Facebook account and webpage
- Develop social media posts highlighting coalition news or events
- Draft SBC Newsletter (Frequency TBD)

Outreach Coordinator

Average hours per week are 1-2; sometimes less, sometimes more.

- Coordinate outreach events within the community
 - Milk Drive
 - Mommy Lounge
- Recruit SBC Members to participate in outreach events
- Coordinate distribution of SBC materials to community partners and community members

Fundraising Chair

Average hours per week are 1-2; sometimes less, sometimes more.

- Coordinate Board approved fundraising activities for the coalition
 - Big Day of Giving
 - End of Year Letter of Giving
 - Fundraising for specific events
- Provide reports to the Board on progress
- Ensure expenditures are reasonable to any proposed expenditures to carry out fundraising ideas presented but with approval

Healthcare Liaison

Time: average 2-3 hours/week

- Assist in developing and maintaining relationships with local hospitals, healthcare providers and perinatal community programs.
- Provide awareness and outreach regarding coalition-sponsored events, activities and trainings to the healthcare and perinatal community.
- Maintain Community Breastfeeding Resource List; update quarterly.
- Actively serve on the planning committee for Human Milk Drive, held annually in December.

African American Sub-Committee Co-chairs

Time: average 2-3 hours/month ((More in preparation of the Black Breastfeeding Week event)

- Oversee the work of the Sub-Committee to improve infant and maternal health through the promotion of increased support for breastfeeding in the African American community.
- Develop the agenda and facilitate committee meetings held on a bi-monthly basis. ▪ Work collaboratively with other community stakeholders to strengthen the support for African American women to breastfeed as a critical strategy in reducing the high child mortality rate of African American children in Sacramento.
- Take an active role on the planning committee to implement a local annual event that celebrates Black Breastfeeding Week held August 25-31.
- Provide report to the Board on subcommittee endeavors and needs from the general membership