Introduction:

The following document contains a glossary defining Counter Balance Foundation (CBATX) terms, CBATX general expectations, and expectations of Program Coordinators. This document should be used to onboard and train all volunteers. Once this form is read all volunteers must read and sign the Volunteer Agreement form. This is a working document in which volunteers are encouraged to provide feedback and recommendations.

Glossary:

Womayn- replaces the term "woman" acting to be inclusive to human beings that self identify as women

Beautiful Being(s)- replaces the term "person" in order to to celebrate, uplift, and unit people willing to donate their time to aid others help others

Community based organizations- are organizations whose objective is to advocate, to provide resources or services, to organize, and/or educate underserved communities of the global majority, founded in Austin, Texas, national organizations and other Texas based organizations can be included only if, one or half of representing party of of the organization resides in Austin or Travis County

People of the global majority- replaces the term "people of color or minorities" because people with more melanin than others causing darker skin make up the majority of people around the world.

People with systemic privilege- replaces the term "white people" including all groups in which data indicates are not as susceptible to negative police encounters

People of African Ancestry- replaces the term African American and Black while including individuals from other countries with direct African ancestors within three generations.

Mission:
Counter Balance: ATX is a grassroots 501 c (3) non-profit focusing to improve various systems in which womayn of the global majority, their communities, and people who are impoverished are subjected to systemic injustices. Counter Balance combats systems through focusing on improving the personal state of people by culturally appropriate policy change, self-care events and programs, and services provided in the heart of systematically oppressed communities.

Vision:
The implementation of culturally appropriate local, state, and national policies, the increase of health and care, information and resources provided in the heart of communities so womayn of the global majority and their communities will be able advocate successfully.

CBATX's General Expectations
The following expectations are for every volunteer, staff, contractor, and those working in any capacity in which they are perceived as a representative of CBATX. CBATX terms should be utilized at all times, whether the beautiful being is attending, facilitating, promoting, or creating materials on behalf CBATX.
1. To uphold the mission and vision of the organization
2. Take care of themselves by drinking sufficient amount of water, obtaining sufficient sleep, and eating food to sustain their health
3. To communicate any changes to their schedule regarding any CBATX commitments at least 72 hours prior to CBATX commitment, if and when possible
4. To utilize Google, Facebook, Instagram, and Twitter to educate beautiful people and promote CBATX events and programs, prior or within a close time frame, of utilizing personal accounts to promote CBATX
5. To meet time and duty commitments or to provide adequate notice so that alternate arrangements can be made.
6. To commit to a minimum of six months as a volunteer
7. To attend minimally, one CBATX event that is not the event or program in which they are the coordinator (for example, if you are a coordinator for our Feed Ell Barrio program, you commit to going to attending a Hey Sis event, or another event or programs sponsored or cosponsored by CBATX)
8. To attend at least one community event or program that ascertaining to one of CBATX's pillars (policy, self care, or service in the Heart of the Community) as a representative of CBATX

9. To ask questions if there are any questions about anything regarding CBATX business that will assist with the completion of tasks
10. To attend CBATX general meetings in person or virtually
11. To attend all events or programs in which the beautiful being signed up to assisted in planning, completing tasks for, or providing any other aid for the successful execution of an event, program, or task
12. To share CBATX's social media promotion whenever possible
13. To sign and turn in volunteer timesheets by uploading to the google folder signed, if you complete tasks for CBATX (timesheets do not apply for event only volunteers)
14. To utilize slack to receive resources and updates on CBATX business
15. To attend a volunteer training
16. To act in a mindful manner in which womayn of the global majority, specifically womayn of the African Diaspora, feel safe enough to express themselves freely and treated as the leaders they are
17. To seek opportunities to learn about mindfulness, anti-racist, and other works that will improve personal encounters with CBATX peers, community members, and those attending CBATX events and programs.
18. To think innovatively in completing a task, planning events or programs, or solving an issue in which CBATX seeks to combat
19. To think, "who can I get to help me," when appropriate, ask others in your network to help you complete tasks, plan an event or program, donate, and/or share the event. *"Teamwork makes the dream work!!"*

CBATX General Expectations of Program Coordinators
To have at minimum weekly meetings with the beautiful beings that signed up to volunteer to at events and programs. To volunteer for at least ten hours a week. All coordinators are expected to utilize the email and google drive features provided for each pillar. All meetings should be scheduled use the google calendar. The google calendar associated with the email address should contain but is not limited to the following:
● Events
● meetings
● programs
● Due dates for tasks, grants, or other pertinent dates (events of programs in which CBATX is a collaborator, facilitator, panelist, or vendor)

Program coordinators will manage volunteers interested in aiding with the program they are coordinating. Program coordinators will be responsible for assisting in the onboarding and training of volunteers assisting them with their program. Coordinators will not be obligated to attend every training, but should spend time orienting volunteers to the specific program in which they are a coordinator. The tasks provided to volunteers should flow from the expectations, obligations, and/or tasks provided by the Executive Director and President. The following expectations are for program coordinators and are additional to the general expectations for all CBATX volunteers.

- To commit to at least a calendar year as a Program Coordinator
- To sign and follow CBATX Program coordinator expectations
- To cc' the President and Executive Director in all communications that will lead to and/or obligates CBATX to perform any action
- To communicate with the Executive Director and President when in need of resources prior to reaching out to non-CBATX volunteers
- To create necessary google folders, forms, or documents for the completion of volunteer tasks, programs, or events
- To create a Memorandum of Understanding (MOU) to be signed prior to collaborating, partnering, and/or sponsoring an event
- To retrieve the input and signature of the Executive Director and President of the information in the MOU prior to sending it to be signed by the other party
- To submit a weekly timesheet in the assigned google drive, by the Saturday of each week, tracking the time spent attending and/or working on CBATX initiatives, events and/or programs
- To complete bimonthly check-in forms, emailing them to the Executive Director and President at least 24 hours prior to bimonthly meetings
- To assign a day and time, if and when possible, in which bimonthly meetings with the Executive Director and President will occur monthly
- To assign a day and time in to meet with volunteers for their program or event bimonthly
- To communicate all administrative needs for the completion of tasks, for events and programs as soon as the beautiful being becomes aware of the needs
- To utilize CBATX's template if and when they exist, and/or create necessary templates needed to accomplish goals and objectives
- To submit the outline of the event or program at least a week prior to the event, and 72 hours prior to the event with any requested updates stating:
  - The time, place, and date of the event
  - Tasks that need to be completed
  - Tasks already assigned

- ○ What is needed on the day of the event
- ○ What needs to happen prior to the day of the event or program
- ○ The name of the photographer or videographer
- ○ A short detail explaining the event to be placed in CBATX newsletter, on the Facebook event page, and any other promotional tools
- To create a plan to execute the completion of tasks, programs or events ideas, and/or volunteer tasks. All plans should be approved by the Executive Director and President prior to being implemented.Plans should include the following
  - ○ The who, what, when, where, of the event, program, and/or task
  - ○ A timeline for the completion of tasks
  - ○ Assignments for tasks
  - ○ Objectives
  - ○ Forms to collect necessary information on the day of the event
  - ○ Administrative needs
  - ○ Budget
  - ○ Venue (if needed)

CBATX's Expectations for collaboration between Coordinators

Certain coordinators and their volunteer team will always be expected to participate in the planning of events. Any coordinator that roles and responsibilities include providing content for social media, websites, newsletters,video, photography, or any other form of communications should place on their calendars all events and programs in which their resources or services will be needed. The Branding Coordinator and their team should be informed of all events and programs scheduled to assist in branding the events and programs along with their promotion.