

the mustard seed.

CO-OPERATIVE GROCERY, INC.

EDUCATION TEAM – TERMS OF REFERENCE

October 5, 2015

Members of the Education Team oversee educational activities and resources at the Co-op in conjunction with staff members and are accountable to members through the Board of Directors.

Purpose: To advance the Co-op's vision and values by providing the Co-op membership with a variety of educational resources to develop food skills and understanding of local food issues.

KEY RESPONSIBILITIES

1. Plan, schedule, organize and evaluate educational workshops

- a. Develop annual plan for educational event topics based on member/prior workshop participant feedback and requests, education team suggestions, and instructor database
- b. Liaise with potential instructors to plan, schedule and deliver workshops
- c. Administer workshop evaluations immediately following and 6 months after workshop attendance
- d. Summarize workshop evaluation data for use in future workshop planning and grant reporting

2. Co-ordinate with the Marketing Team for Co-op educational events

- a. Plan workshop schedule around marketing calendar as feasible
- b. Provide marketing team with all necessary information to market workshops four weeks prior to scheduled event date
- c. Liaise with marketing team to ensure adequate enrollment for events prior to event date

3. Develop and evaluate educational resources for in-store use

- a. Identify need for and develop educational resources for in-store use as needed
- b. Assist marketing team as needed in development of educational resources to be used in marketing campaigns
- c. Research availability of educational resources offered by other organizations and make recommendations for use of appropriate resources in-store
- d. Annually review current educational resources used in-store to identify gaps or outdated material

4. Develop & Present an annual Education Report to the Board of Directors

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- a. Provide an annual summary of workshops delivered, including information on total number of participants, cost analysis/fee structure and workshop evaluation data
- b. Provide an annual update on in-store educational resources, including new resources developed, resources updated or discarded
- c. Provide recommendations to the board for future goals, targets and operational requests that would enhance educational programming

TEAM MEMBER ROLES DO NOT INCLUDE

- Scheduling workshops outside of designated times and locations
- Offering resources to instructors that have not been approved by management

DELIVERABLES

- Quarterly reports to the Board with updates on workshop enrollment and planning, educational resources development
- Annual Education report for inclusion in the Annual Report for AGMs

DESIRED SKILLS AND EXPERIENCE

- At least one Board Member shall sit on the Education Team at all times
- Interest and expertise in education and educational resource development, organic and natural foods, cooking and food skills
- A passion for or interest in learning about food, food security issues, and/or contemporary food politics

REGULAR MEETINGS

- Second Monday of each month at the Brown Dog cafe (Locke St. S.)

How to Apply: Email volunteer@mustardseed.coop

The Mustard Seed mission: *To provide our community with a member-owned and operated grocery store that offers a bountiful selection of wholesome foods, prioritizes local producers, and creates an educational environment that nurtures the relationship between people and the food they eat.*