SVBC Local Team Charter
This document lays out the SVBC Local Teams role and expectations as well as the support
SVBC is able to provide to Local Teams.

Recommendations for SVBC Local Teams:
1. Develop an effective team.
    a. Meet regularly. Hopefully at least six times per year.
    b. Welcome new members. Have a greeter
    c. Seek to represent the diversity of your community, including how people choose to ride.
    d. Find partners to help advocate and share your messages
    e. Develop leaders. Try to have the same people lead the team for a full year or longer.
        i. Share responsibilities - Alternately have team member rotate roles when needed.
2. Set long term vision and annual goals for your team.
    a. Accept responsibility for getting stuff done.
    b. One goal each year should be about growing the team. This is critical to increasing your clout. Promote your team. Strive to become known in your community, especially with council members and city staff
    c. Goals provide opportunities to connect and engage as well as accomplishments.
3. Have Fun
    a. Social rides, ice cream social, drink night, surveys, organize meetings at local restaurants, infrastructure rides,
4. Value everyone's time. Run team meeting effectively
    a. Set agenda in advance and send it out for each meeting.
    b. Take minutes and attendance, and action times
    c. Update and work toward your workplan to achieve team goals regularly
    d. Follow up between meetings
5. Reach out to SVBC for expertise and support
    a. Invite SVBC staff attendance at public meetings
    b. Ask for SVBC help in crafting talking points
    c. Ask for training and input on campaigns
    d. Fill out "Position Recommendation Form" for official SVBC letters,
6. Develop the team member skills. Become better advocates and future leaders
7. Anyone may speak in support of a position already taken by SVBC that is published online. However, only SVBC Staff can represent the organization. Please don't speak in public *on behalf of* SVBC . You may speak on your own behalf or as an SVBC member and reference SVBC's published positions and policies, like retail bike parking recommendations. For more detail, reference the Local Team Toolkit.

SVBC support to SVBC Local Team:
1. Outreach and promotion
    a. SVBC staff will hold monthly Educational Forums online with various speakers and topics to help educate the teams on advocacy issues and positions. Time will be provided for breakout by city.
    b. SVBC assists with community outreach communication: e-mail blasts, social media.
    c. SVBC assists with organizing events: public presentations, activities.

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    d. SVBC helps the local team connect with the local allies and CBOs
    e. Encourage connections between local team and other community based organizations (CBOs) that may help achieve advocacy objectives.
    f. Help promote advocacy campaigns with other CBOs likely to be supportive (e.g. MVCSP support on Mtn View ECR streetscape plan)
    g. Support pop-ups at key locations to support the team and SVBC.
    h. Posting team events to SVBC Calendar and social media accounts
    i. Help create (with SVBC logos) flyers for campaigns and deliver to volunteers
    j. Sharing articles and opinions via BLOGs, action alerts, newsletter publication of same to appropriate audience (cities or entire mailing list as appropriate)

2. Advocacy & Organizing Expertise
    a. Assist team in understanding and implementing measures to grow and develop your team into a powerful bike lobby!
    b. Support accomplishing your goals; SVBC staff help teams with goal/workplan/ campaign management.
    c. Provide Advocacy trainings offered quarterly to develop and grow volunteers into leaders.
    d. SVBC help team members develop their leadership skills
    e. Provide policy guidance: Provide policy expertise and vetted policy guidance so that teams can become and stay informed on the best practices.
    f. Support events to help team grow in size and clout - Support setting up meetings with city staff and council members
    g. Be aware of key local CBOs for issues they are working on and when they are aligned, share with team
    h. Support events to help the team enjoy being on the team - See "Have Fun"

3. Administrative support
    a. Prints fliers and posters to support campaigns, team development
    b. Share relevant information (BPAC meetings, council meetings, [roject reviews, specific plans, policy updates,)
    c. Insurance Coverage: Allow local teams to use SVBC's insurance coverage when needed and where applicable. (Example, a team bike ride)
    d. Help teams set up additional meetings if they desire.
    e. Represent local team on other bodies if necessary. (e.g. representing Santa Clara team on SCCA)

4. IT resources
    a. SVBC staff can set up virtual meetings on organization's paid Zoom account
    b. Team and its events are included on SVBC website and meetings are added to online, public calendar.
    c. SVBC facilitates and moderates an email forum via google groups, which is provided for each team under SVBC domain e.g. sunnyvale@bikesiliconvalley.org
    d. Use of SVBC G:drive space. Up to 5 GB for collaborative documents
        i. Document management (copies of Minutes and Agenda, campaign materials, flyers, etc)
    e. Set up a team facebook page depending on FB skills and support on the team.
    f. SVBC staff can set up local team events on organization's Eventbrite account

2. Other Support
    a. Rental of SVBC awnings, chairs, bike rodeo supplies, valet bike racks, smoothie bike, bullhorn, literature at events when possible

SVBC is **not** able to help teams with the following:
1. Any activities that break the law
2. Sponsoring or organizing events which are not something SVBC knows how to support or can't support (e.g. bike repair clinics because of insurance limitation) e.g. kayaking events
3. Sponsoring or organizing events considered outside the advocacy scope where we want local team to spend their time & efforts, (e.g. save XX park). Does not apply to supported objectives like supported ballot measures, other approved campaigns
4. Any event which does not primarily align with advocacy objectives or increasing the local team power (size + effectiveness)
5. Any activities or messaging that directly endorse a political candidate running for elected office