

Business Manager Work Plan

1. Organise the office procedures according to the following priority:

1. Core services identified by COABC Board i.e. Accreditation Board, SRC, Website maintenance, Requests from the executive
2. Third party delivery programs for which the COABC is receiving administration funding i.e. OSDP, Brand Name List Project, EFP (speculative)
3. Cost recovery services i.e. packaging and promotional materials
4. Requests from the membership (response according to described criteria)
5. Requests from the public (response according to described criteria)

Completed by:

2. Develop Supporter Organisation

COABC AGM 2004 Resolution #1:

Whereas it is the desire of the COABC to enable members of the general public to support the COABC;

therefore be it resolved that:

- the COABC actively solicit the support and participation of members of the general public in our activities;
- a supporter fee and benefits be established;
- a list be created of supporters of COABC who have paid the supporter fee; and
- the Consumer/Environment Representative on the Board of COABC report to the supporters on the list and represent their concerns to the COABC Board of Directors.

To this end, the Business Manager will:

- collaborate with Lee Fuge to inaugurate the Friends of BC Organic - issue a news release and have Rob develop a webpage on certifiedorganic.bc.ca - date
- Determine a supporter donation (only registered societies can sell memberships)
- Determine benefits for donations
- Organise for a volunteer (Lee?) to take over development of the organisation - assist with:
 - Contact OrganicsBC.ca and FFCF - ask to have a link to Friends of BC Organic
 - Develop a brochure for Friends of BC Organic
 - Contact Marya Skwyrpziwoy (BC Organic Directory) to see if she wants to become involved
 - Contact CSAs - will they distribute the brochure? Donate?
 - Use COABC booth to promote FBCO at appropriate events

3. Fundraising Partnerships

Investigate COABC becoming a COG affiliate to develop a fundraising partnership with COG.

This would allow COABC to:

- accept donations/offer charitable receipts for support for projects
- fit regional projects within the context of the national strategic plan as well as the COABC strategic plan potentially increasing access to potential funders.
- take a percentage of any funds raised for office overheads.

The Business Manager will:

- 1) Contact COG and begin negotiations regarding COG affiliation

- 2) Determine projects that will meet COABC's key goals and apply for funding
- 3) Timeline -