

Who Helps Make Saturday Market Possible?

There are several groups of people who work together to make the Market possible Saturday after Saturday, year after year. As a member led organization we operate using a mixture of efforts from staff, volunteers (mostly members from the organization), and contractors. Volunteers can be broken down into the following groups: B.O.D./Committees, Task Forces/Groups, and Community Members. At Market, we have a Board of Directors (B.O.D.) and several Committees as well. There are some requirements to some of the tasks/volunteer roles in some of these groups, but we do our best to make sure interested volunteers are connected to tasks that benefit from their skill sets. Members may lead groups, commit to a Committee, join a project, take minutes, give presentations, or even just send ideas/concerns via mail or email. There are LOTS of ways to get involved, even if you can just spare an hour or two a year. Approximate time commitments are based on full-time Board/Committee members contributions, members can also find opportunities to volunteer with these groups that involve less time than the approximate monthly time commitment.

Board of Directors: This is a group of up to nine people, with seven being Market members. The Board is elected by currently enrolled Market members twice a year. Each term lasts up to 18 months. The Board meets once a month, occasionally more, traditionally on the first Wednesday of each month from 5:15-7:15PM (remote participation is allowed). Executive sessions, open only to Board members and invited guests, may occur after Board meetings. Additional responsibilities come with the Chair, Vice-Chair, Treasurer, Secretary and Notetaker positions. Board meetings include reports from staff, Committees, groups (inside and outside of the organization), pressing member concerns, as well as responsibilities and issues related to the Saturday Market organization. Please submit written pressing member concerns at least one week ahead of the next scheduled Board meeting. Approximate time commitment: 9-12 hours per month (monthly meetings, executive session, email communications, projects, training/orientation, etc.).

Holiday Market Committee: This group works year-round to plan and prepare for the Holiday Market. They make recommendations to the Board, present at Board meetings, and discuss topics ranging from decorations to activities (ex: the iSpy Elves Game). There is typically two Co-Chairs, as well as other volunteer members. Traditionally, this group meets on the last Friday of the month from 11AM-1PM, remote participation is allowed. Some projects that have occurred in this Committee includes: naming the Holiday Market streets, proposed layout changes, organizing special activities and reviewing Member and Community feedback. Approximate time commitment: 8-10 hours per month (monthly meetings, report to B.O.D., email communications, projects, taking minutes, etc.).

Sustainability Committee: This group consists of two Co-Chairs and volunteers. The Sustainability Committee meets once a month, on the second Wednesday from 4:15-5:15PM. Here discussions are held and plans are made to improve sustainability and eco-friendly practices at Market. Recommendations are made to the Board, and feedback is taken from staff, members, and the community. Research is done to ensure that our practices and procedures are up-to-date with current standards and science. Some past projects from this group includes: planning for Earth Day celebrations, writing articles for the Weekly Member Newsletter, and planning for our durables/composting/recycling programs at Market. This group is perfect for those with passion for sustainability and the planet. Approximate time commitment: 5-8 hours per month (monthly meetings, report to B.O.D., taking minutes, email communications, projects, etc.).

Food Court Committee: This group makes recommendations and reports to the Board regarding the Food Court at Market. Traditionally composed of two Co-Chairs and volunteers, this group meets once a month on the last Wednesday of the month from 5:15-7:15PM, remote participation is allowed at this time. This group discusses processes and practices for the Food Court, menu addition requests, operations in the Food Court, and other topics related to food at Market. Approximate time commitment: 5-8 hours per month (monthly meetings, email communications, report to B.O.D., taking minutes, etc.).

Standards Committee: Here at Market, each member begins their journey at the New Member Orientation and Product Pre-screen. The “screeners” are really just members of the Standards Committee, and fellow members themselves. They work on screening new members, notices of concerns, as well as our Market Standards and Craft Specific Guidelines. Occasionally, this Committee may ask artisans for materials/details related to their products as well as perform studio visits. This group is also made up of two Co-Chairs and volunteers, and meetings occur on the third Wednesdays of each month from 5:15-7:15PM. Remote participation is not allowed at this time. Screenings occur approximately from 3:45PM until 5:10PM on the first and third Wednesdays of the month. Approximate time commitment: 10-12 hours per month (new member orientation product pre-screenings, monthly meetings, research, taking notes, report to B.O.D., addressing Notices of Concern, email communication, screening at Market, etc.).

Budget Committee: This group is made of volunteers and Board members. However, members of this Committee must be appointed by the Board. Meetings are not open to the public. Remote participation is not allowed at this time. This Committee makes recommendations to the Board, Committees, and organization in regards to finances. This includes recommendations on staff wages, budget proposals, and Market fees. Reports are given at Board meetings. Approximate time commitment: 4-6 hours per month* (meetings, research, projects, report to B.O.D., budget preparations and updates, etc.).
*hours increase near the beginning of the year to prepare that year’s budget.

Personnel Committee: This group is made of Board members and volunteers appointed by the Board. Meetings are not open to the public, and remote participation is not allowed at this time. This Committee makes recommendations to the Board and rulings regarding matters of personnel. Reports are given during Board meetings. Approximate time commitment: 4-6 hours per month (meetings, communication, research, report to B.O.D., etc.).

Guidebook Team: This group works as a Task Force under the purview of the Holiday Market Committee and the B.O.D. Recommendations are made in regards to the Holiday Market Guidebook. Volunteers from Market and the community work together to design ads, distribute forms, handing out finished Guidebooks and helping choose submissions to be passed along to the Holiday Market Committee for the Call to Artists: Holiday Market Poster & Guidebook Cover. This group meets once a month, remote participation is allowed. Approximate time commitment: 3-6 hours per month* (meetings, distributing forms, creating ads and content, distributing the guidebook, research, email communications, report to Holiday Market Committee and the B.O.D, etc.). *hours increase near the middle of summer to ensure our print deadlines are met.

Task Forces/Groups: The Board may choose to create a Task Force or group to tackle a specific project or issue at Market. These groups could exist for a few months, or even a few years. Typically, a volunteer serves as the lead with other volunteers working together as a team to accomplish its goal. Below you will find some examples of Task Forces/Groups that were created here at Market. Time commitment on these groups vary based on its goal.

- Downtown Development Task Force - Work with the City of Eugene on projects relating to the development of Downtown. This group provided insight and updates during times of construction and acted as a voice during discussions of revitalization of spaces we use on the Park Blocks.
- Food Court Layout Task Force - This group was created with the goal of improving the layout of the International Food Court on the Park Blocks to be up to current fire code. Recommendations were made for various layouts and presented to the B.O.D.
- Living Wage Task Force - This group was created to investigate creating a living wage here at Market for staff. Research was done and reports were made on this topic and presented to the B.O.D.
- 50th Anniversary Task Force- Created to organize projects and events for the Market's 50th Anniversary is 2020. This group met and planned for the use of archival materials as well as expanding archival efforts/projects.