

Admin Commitee Charters

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Tech Admin Charter

Admin Committee Name: Tech (née Tech & Comms)

Date Charter Ratified: 12/08/2025 ish

Connection Statement:

- The Tech Admin Committee exists to support infrastructure for all forms of communication: intra-group, inter-group, community-wide, and external. It aims to facilitate collaboration and mutual care at all these levels through face-to-face, physical, and technologically mediated infrastructure.
- The group adopts and recommends practices that balance the following:
 - Ridgewood Commons' values of invitationality, transparency, and accessibility
 - Operational considerations of privacy and security
 - Usability considerations around organizational coherence and efficiency

Powers & Rights:

- Manage credentials for shared digital accounts
- Admin access to digital platforms
- Enable (but not perform) moderation on digital platforms
- Autonomously experiment with new practices before making proposals for broader adoption
- Utilize Ridgewood Commons when free and available for meetings

Responsibilities & Liability

- Ensure usability and security of digital infrastructure, while clearly disclosing risks associated with the use of any service
- Learn individual Working Group cultures and practices to identify real group needs and disseminate organizational skills and knowledge between working groups
- Keep transparent meeting notes & logs of ongoing asynchronous work
- Make proposals for Ridgewood Commons-wide recommendations

Finance Committee Charter

Ridgewood Commons Group Charter

Working Group / Admin Committee Name: Finance Committee

Contact Information: [signal username redacted]

Date Charter Ratified: XX/XX/2025 (to be filled in once charter is ratified)

Connection Statement:

The Finance Committee aims to provide financial oversight for Ridgewood Commons to ensure the collective makes sound financial decisions that consider both the effective replication of the space as well as the needs of the community. Recognizing that financial management is a potential source of conflict, the Finance Committee will prioritize trust, accountability, and transparency to the Spokes council and members will maintain active involvement in the space and community.

Powers & Rights:

The Finance Committee is empowered to:

- Provide oversight on Ridgewood Commons finances, including any/all fundraising streams, spending decisions and patterns, and future financial and community goals. This oversight includes veto power for financial decisions that endanger the replication of the RC space and providing approval for smaller financial requests.
- Utilize the RC space when free and available to conduct meetings.
- Manage accounts based on spokes council decisions.

Responsibilities & Liability

The Finance Committee is responsible to:

- Ensure that any/all financial decisions consider both the effective replication of the space (including, but not limited to, meeting and maintaining buffers for all expenses, ensuring legal financial compliance, and mitigating internal conflict arising for financial reasons), as well as the needs of the community and RC Points of Unity.
- Provide clear and transparent reasons for any major financial decisions, including vetoes on spending.
- Provide regular reports to the Spokes council on revenue/expense trends.

Fundraising & Grants Committee

FUNDRAISING & GRANTS COMMITTEE CHARTER

Working Group / Admin Committee Name: Fundraising & Grant Committee

Contact Information: ridgewoodcommonsny@gmail.com

Date Charter Ratified:

CONNECTION STATEMENT

The Fundraising & Grants Committee aims to secure financial grants and fundraise money through public events in order to generate income for Ridgewood Commons. This money will be used toward overhead, repairs, and general savings. Grants can also mean money that is earmarked to use for pantry food, supplies, or infrastructural upgrades to the space. This committee is essential to keeping the space financially afloat, maintaining our current pantry operation, and making infrastructural improvements to the space. The Fundraising & Grants Committee aims to support and communicate with other working groups who autonomously fundraise.

POWERS & RIGHTS

The Fundraising & Grants Committee has the power to conduct fundraising in the space when necessary (though many fundraising events will be held offsite). Similar to rentals, onsite fundraising proposals will take priority to non-standard programming requests while we are in a financial deficit. The Fundraising & Grants Committee has the right to disseminate fliers, promotional materials, and requests through official Ridgewood Commons channels.

RESPONSIBILITIES & LIABILITY

Grant writers are responsible to report on the status of their proposals, and if any grants require major changes to daily operational procedures or conflict with working group timeslots, their proposals must go through SpokesCouncil. Any fundraiser, onsite or otherwise, must have a point person responsible for setting up and breaking down the event. Onsite fundraisers must be screened for liability concerns, and the point person for such a fundraiser is required to produce signatures for waivers or any other liability forms if deemed necessary. Both onsite and offsite fundraisers are responsible for representing the space in a way that is not in tension with our points of unity.

Ratified:

Programming & Rentals Committee Charter

PROGRAMMING & RENTALS COMMITTEE CHARTER

Working Group / Admin Committee Name: Programming & Rentals Committee

Contact Information: ridgewoodcommonsny@gmail.com

Date Charter Ratified:

CONNECTION STATEMENT

The Programming & Rentals Committee curates and facilitates events in Ridgewood Commons that uphold our collective values and (particularly with rentals) sustain the space financially.

Programming: We organize and support public-facing events such as political education, activist trainings, arts and crafts workshops, film screenings, and research discussions. Our priority is to ensure a regular rhythm of accessible community events, while also responding to politically urgent opportunities when they arise.

Rentals: We facilitate rentals of the space to generate income for overhead expenses. Rentals include private social gatherings and ticketed public events organized by outside groups. Public-facing rentals will be shared with our community if they align with our points of unity (e.g., independent film premieres, journal launches). The committee also coordinates co-working during weekdays, unless co-workers form their own working group in the future.

POWERS & RIGHTS

♥The committee has autonomy to maintain ongoing programming (currently: Monday yoga, bi-monthly arts workshops, Wednesday film screenings, and Sunday research group discussions). We also determine when new proposals exceed the space's capacity.

♥The committee ensures that outside programming and rentals remain compliant with our 501(c)(3) status.

♥The committee has the authority to rent out the space during unused hours, grant key code access, and rearrange the space to suit renters.

♥We may decline rental requests if:

- The contribution is insufficient relative to the work required
- The event poses liability risks for leaseholders

- The proposed use conflicts with our values or compliance obligations

♥While operating in financial deficit, rentals may take priority over new (non-standard) programming requests.

RESPONSIBILITIES & LIABILITY

♥Maintain a public calendar and ensure programming is accessible to members and the wider community; include rental block times and maintain information on rentals (e.g. contact info) internally

♥Communicate decisions to approve or deny outside programming requests in appropriate channels.

♥Assign a point person for each public event to handle setup, breakdown, and event stewardship. Conduct walk-throughs, provide key code access, and ensure renters return the space to proper condition.

♥Safeguard and report any donations collected during events to the Finance Committee.

♥Manage advertising of the rental program and maintain rental procedures/forms.

♥Secure waivers, MOUs, or Hold Harmless agreements as needed.

♥Ensure coworker access during standard hours (8am–5pm, Monday–Friday).

♥Furnish the space to meet needs of coworkers and rental parties, sharing MOUs that define stewardship expectations.

♥Steward the overall balance between public programming, private rentals, and coworking so that Ridgewood Commons remains vibrant, accessible, and financially sustainable.

♥Report to the SpokesCouncil on finances, scheduling, and accessibility as part of collective accountability.

Ratified:

Ridgewood Commons

Facilities Charter

Ridgewood Commons Facilities Charter

Admin Committee Name: RC Facilities Contact Information: email: rc.facilities.585@gmail.com
Group chat: [signal group link redacted]

Date Charter Ratified: XX/XX/2025

Connection Statement:

This admin committee will coordinate the technical labor necessary to keep the space functioning, as well as bottom line potential structural improvement projects.

Powers & Rights:

Any one of us will have the right to know the key code to enter the space to accomplish whatever work needs to be done, whenever it can be done without interrupting other activities in the space.

Responsibilities & Liability:

All money spent on repairs or improvements will first be approved by the financial committee. No improvements will be made without a proposal being submitted and approved by the spokes council, leaseholders, and whatever other necessary committees. As volunteers we cannot incur the financial burden of the cost of materials or insurance to cover reasonable mistakes. As individuals, who know our capabilities best, we will not take on any task alone that we are not qualified to do properly.

Facilities will coordinate waste management, restocking consumables such as trash bags and TP, will help keep the space clean and free from hazards. All are welcome to join the facilities group chat regardless of prior knowledge or trade skill level, all that is require is the availability and the will to learn.

Ratified: XX/XX/2025