



## Overview

Communities have been managing shared resources together for centuries! Here in Ashfield, and in surrounding towns, we are lucky to witness the practice of collective stewardship every year – at Town Meeting, through committee work, and in the ways that volunteers keep many of our amazing organizations and institutions alive and vibrant!

In this spirit, we ask all board members and community stewards to take seriously their commitment to sustaining Elmer's as a commercial center and gathering place now, and for years to come.

We see this Honor Code as a living document, and invite all board members and community stewards to nominate additional language as we discover together the practices and norms that help Elmer's survive and flourish.

We do not yet have an official process for managing conflict and lack of adherence to the honor code. In the meantime, violations will be discussed by the Board and we will work to come to agreement with anyone who has not upheld the code about fair process and consequences.

As an Elmer's Community Steward, I commit to following this honor code:

### Building Management:

- I will not share the door access code with anyone who is not an active Community Steward or Board Member.
- The building must have at least one Community Steward or Board Member present at all times that it is open for use. I will not leave other community members unattended in the building at any time.
- I will follow all cleaning protocols before leaving the building, and will leave the building ready to be used by the next group.
- I will ensure all doors are locked when I leave the building.
- I will make sure that I am aware of the building schedule - including time when the building is in control of the restaurant tenant - and will not access the building at any time that would interfere with other scheduled operations.
- The Elmer's building has two residential tenants. As a community steward, I will be respectful of their privacy and need for reasonable levels of peace and quiet, and will ensure others are aware and respectful as well.

- If I become aware of an issue (e.g. broken item, damage to the building, etc.) I will document the issue and report it to the board immediately so that appropriate follow up steps can be taken.

Coordination and Commitments:

- I understand that the role of a Community Steward is to take ownership / leadership in one or more areas of work necessary for the building to achieve its intended purposes. Once I have identified and agreed upon these areas, I will do my best to uphold my commitments, and to proactively communicate with the Board and other Stewards about my work, including what I am able to do, what I am not able to do, how things are going, and any other information that will aid our collective of volunteers to best sustain the Elmer's Community Center.
- In this spirit, I will do my best to attend all meetings (orientation, quarterly, others as needed), and to coordinate proactively with the Board if I am not able to attend.
- I will do my best to contribute monetary or in-kind donations as I have committed.
- When I can no longer serve as a volunteer, I will step down from this position.

Communication:

- I recognize that this is an experimental project that is still early in its formation. When working and communicating with others, I will expect messiness and imperfection and will assume best intentions. I will bring a spirit of collaboration and problem solving to my work and communication as a Community Steward.
- As a spokesperson and advocate for Elmer's, I will be mindful about the complex nature of this work, and will use discernment in sharing information about the project that will influence the community's perception. If I have concerns, I will share them with other Stewards and the Board so that we can address them together, rather than sharing them directly with the broader community.
- I will not share personal details about our restaurateur or tenants that I learn in my capacity as a Community Steward with the community.

I commit to uphold this honor code:

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Signature

Print Name

Date