

Keweenaw Time Bank Guiding Document

This document will be reviewed yearly in January by the KTB Kitchen Cabinet, to make sure it is accurate and provide a time to update any changes that need to be made.

Last updated: April 2026

Next Review: January 2027

Our Mission

The Keweenaw Time Bank nourishes relationships in the Copper Country by providing a network for exchanging services to strengthen our community, encourage reciprocity, and grow a foundation of respect.

Our Values and Guiding Principles

The Keweenaw Time Bank was founded on the five core values of:

- **Human Value:** We recognize the intrinsic value of every human being regardless of race, creed, color, or station in life.
- **Human Equality:** We honor the presence of every living being on this planet and consider that we all have inherent worth.
- **Human Partnership:** We believe that when we work together to meet each other's needs, every human being will be cared for.
- **Human Effort:** We value all contributions of human labor, which can be represented in a diversity of ways.
- **Human Reward:** We acknowledge that every action a person takes to help another deserves reciprocation. Doing this work on a community scale brings benefits to both the individual and all of us collectively.

How do we define “economy”?

Time banking reminds us that value is not always monetary. In a system where everyone's time is equal, dignity, inclusion, and cooperation become a new currency. With this currency an expectation for what an economy should be is reframed to not just be for the people but of the people - where the time they put into their community returns to them.

Types of Economies and Where We Exist:

Market Economy: a system where goods and services are viewed as scarce commodities to be privately owned and exchanged immediately with money for profit according to the laws of supply and demand.

Barter Economy: a system of exchange where goods and/or services are traded, most of the time, between two parties (bilateral) who mutually agree on the value within the commodities they are exchanging.

Gift Economy: a system of exchange where goods and/or services are not sold, but rather given without an agreement for immediate or future rewards.

Time banking is a type of economic system with incorporated elements of a multilateral barter economy and gift economy that only includes exchange of services or labor and not material goods. Elements of a barter economy exist because the time that one spends can be used to then “purchase” services from someone else, although it is unique in that it does not have to be done at the same time or from the same person. The elements of a gift economy are introduced when a person gifts their hours to someone else within the time bank or instances when the time does not necessarily need to be paid back (see negative hours below).

How we view negative hours

We view negative hours as a measure of community benefit: they show us that the system is working and the ecosystem is healthy. For example, a negative hours balance on an individual’s account typically indicates that they are in need of and receiving more support. If we see someone with negative 30+ hours we will check in on them and evaluate the situation. Negative hours on a community organization’s account indicate that the organization is getting lots of volunteer help, and can be a measure of their potential benefit to the community.

Code of Conduct

KTB is committed to providing a safe and welcoming experience for all participants, regardless of race, ethnicity, disability, religion, political affiliation, gender identity or expression, sexual orientation, and any other characteristic protected by applicable federal, state, or local laws, regulations, or ordinances. KTB does not tolerate discrimination, intolerance, harassment, aggression, or ill-will of any kind, whether presented in-person, digitally, or via another method.

KTB aims to:

- Maintain the highest community standards of ethical behavior
- Respect the dignity, health and safety of all organizing roles and time bank participants
- Be positive, friendly, and welcoming to others
- Support diversity and inclusion
- Attend in-person meetings and events only when in good health

- Maintain the confidentiality of KTB participants. Directories, mail lists and membership information shall be used only for their expressly stated purpose

Benefits Of Participation

KTB hopes that by choosing to be involved in the time bank, participants will:

- Create trusting interpersonal relationships in our community
- Grow stronger informal support systems
- Cultivate trust and safety in our neighborhoods
- Increase self-esteem and confidence
- Encourage participation in community events
- Come to accept help with dignity, knowing you'll help others in return
- Grow social capital in neighborhoods
- Make it easier for people to exchange services
- Gain references for future opportunities and stable livelihoods

Roles and Structure

The KTB operates with a non-hierarchical structure. The organizational body that makes decisions for the Time Bank is called the "Kitchen Cabinet." Our decision making structure uses a consent model where actions are carried out as long as all cabinet members deem the action safe enough to try. Built-in evaluation is recommended for documents and roles. Amendments to KTB documents can be proposed at any time by Kitchen Cabinet Members but must be approved in Kitchen Cabinet meetings through consent by at least three members.

We find it helpful to define key roles to support the KTB's operation. Each role has a lead or "point person" who coordinates duties that fall within that role. The point person is supported by other kitchen cabinet members and is not solely responsible for carrying out all duties related to that role.

Required Roles:

- **Cabinet Coordinator:** Schedules cabinet meetings, role evaluations, and orientation meetings, monitors the email account and oversees other accounts used by the time bank
- **Technology/IT:** Coordinates the KTB website, handles technical details and troubleshooting in the KTB hOurworld instance
- **Matchmaker:** Monitors the KTB hOurworld account, facilitates matchmaking between people who need help and people who want to help, reviews and accepts new members, and sends and reviews consent forms for new members under 18 years old.

Desired Roles:

- **Outreach:** Coordinates Public Relations, social media, graphics, and flyers

- **Super user(s):** Helps create momentum by using the service and banking/using hours frequently
- **Storyteller:** People person/influencer, gathers stories and works with outreach to share them
- **Public Speaker:** Talks about the KTB at tabling events, local meetings and gatherings, leads orientations

Roles are self appointed and approved by consensus at any Kitchen Cabinet Meeting. If someone in a role needs to step down they can do so by announcing the need to the Kitchen Cabinet. Roles can be found here: [Keweenaw Time Bank Roles](#)

Role Evaluations: The first role evaluation will be scheduled at three months from the first orientation at a Kitchen Cabinet meeting. After this, roles will be evaluated every 6 months. Evaluations offer an opportunity to reflect on capacity to continue role responsibilities.

Community Organizations Policy

Community organizations, including nonprofits, can join the Time Bank by creating an Organization profile in hOurworld. Any volunteer work done for that organization can be charged against the organizational account. Negative hours indicate greater potential positive impact by the organization.

Age Restrictions

Anyone is welcome to participate in the KTB. For safety, our users who are 18 years old or younger will need to have a guardian sign a consent form, and provide an emergency contact. This will be provided via email when someone under 18 years old signs up for an hOur World account.

Alternatively, families—including those with children under 18—can sign up as an organization.

Software Used

We use the Time & Talents 2.0 software that is hosted on hourworld.org

Communications

Organizational communications will be made through the email account: keweenawtb@tutamail.com