

KINHARVEST

Committee Board Orientation Handbook

6-Month Committee Seat • 25% Interest Return • Community Agriculture Initiative

![[Farm Cover Image Placeholder]]

Supporting our people. Growing our future.

Key Terms at a Glance

Term	Details
Committee Board Seat	6 Months
Investment Return	25% Interest
Principal Protection	100% Principal Returned
Board Meetings	4 Official Meetings
Industry	Agriculture & Community Commerce
Focus	Planter Kits, Vegetables, Community Growth

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CHAPTER I — WELCOME & INTRODUCTION

![[Board Meeting Placeholder Image]]

Welcome Letter from the Director

Dear Committee Member,

Welcome to the KINHARVEST Committee Board.

Your participation represents more than an investment — it represents belief in community agriculture, sustainable local systems, and the future of food independence.

The Committee Board exists to help guide and support the growth of KINHARVEST over a focused six-month operational cycle. During this term, members contribute not only financially, but strategically, emotionally, and socially to the growth of the initiative.

Our mission is rooted in cultivation — cultivating crops, cultivating systems, and cultivating people.

We are grateful to have you with us.

Warm regards,

Madam Ella Director, KINHARVEST

Mission, Vision & Core Values

Category	Description
Mission	To make small-scale agriculture accessible, beautiful, and community-driven.
Vision	To build a self-sustaining agricultural ecosystem that empowers families and local communities.
Core Value #1	Community before profit
Core Value #2	Growth through collaboration
Core Value #3	Long-term sustainability
Core Value #4	Operational transparency
Core Value #5	Education through participation

Investment Key Stats

Item	Details
Seat Duration	6 Months
Interest Return	25%
Principal Repayment	100%

Item	Details
Expected Board Meetings	4
Member Category	Committee Board
Participation Style	Strategic & Community Support

Pre-Start Onboarding Checklist

Before Your First Meeting

- Read the full orientation handbook
- Join the official Committee Board group
- Save key contact numbers
- Review financial terms carefully
- Introduce yourself to the board
- Attend onboarding call/meeting
- Understand confidentiality expectations

CHAPTER II — ABOUT THE FARM: AT A GLANCE

![[Farm Operations Placeholder Image]]

About KINHARVEST

KINHARVEST is a community-centered agricultural initiative focused on accessible growing systems, urban agriculture, planter kits, vegetable cultivation, and sustainable community commerce.

The organization combines agriculture, education, ecommerce, and community organizing into a single ecosystem designed to grow gradually and sustainably.

Core Activities

Activity	Description
Planter Kits	Beginner-friendly growing kits
Vegetable Sales	Community-based produce distribution
Seed Distribution	Starter seed packs for growers
Community Growth	WhatsApp-based agricultural network
Education	Basic growing guidance and onboarding
Commerce	Small-scale agricultural product sales

Community Structure

Group	Purpose
THE PUBLIC	Public updates and discovery
THE COMMUNITY	Product offers and general engagement
THE FAMILY	Inner support structure
THE COMMITTEE	Strategic leadership and governance

CHAPTER III — THE COMMITTEE BOARD: STRUCTURE & GOVERNANCE

![[Committee Governance Placeholder Image]]

Board Purpose

The Committee Board provides operational support, strategic guidance, accountability, and community representation throughout the six-month cycle.

Governance Structure

Role	Responsibility
Director	Overall leadership and vision
Committee Members	Advisory participation and support
Operations Lead	Logistics and systems coordination
Community Leads	Community growth and engagement
Financial Oversight	Monitoring repayment schedules

Meeting Schedule

Meeting	Timeline
Meeting 1	Month 1 — Orientation
Meeting 2	Month 2/3 — Progress Review
Meeting 3	Month 4/5 — Financial & Growth Review

Voting & Participation

Committee members may participate in:

- Strategic discussions
 - Community proposals
 - Operational feedback
 - Growth planning
 - Event suggestions
 - Partnership discussions
-

CHAPTER IV — YOUR INVESTMENT & FINANCIAL TERMS

![(Financial Planning Placeholder Image)]

Financial Overview

Financial Item	Details
Investment Term	6 Months
Interest Rate	25%
Principal Return	100%
Repayment Timing	End of Term
Participation Type	Community Investment

Repayment Structure

Example Scenario

Example Investment	End-of-Term Return
R1,000	R1,250
R2,000	R2,500
R5,000	R6,250

Repayment Waterfall

1. Operational costs settled
 2. Core logistics obligations covered
 3. Principal repayments issued
 4. Interest distributions processed
 5. Final board close-out completed
-

Payment Schedule

Stage	Timing
Seat Confirmation	Beginning of Term
Active Participation	Months 1-5
Final Review	Month 6
Principal + Interest Return	End of Month 6

CHAPTER V — RESPONSIBILITIES & CONDUCT EXPECTATIONS

![[Professional Conduct Placeholder Image]]

Expectations of Committee Members

Committee members are expected to:

- Support the organization respectfully
 - Participate in scheduled meetings
 - Maintain professionalism
 - Encourage community growth
 - Respect operational confidentiality
 - Avoid harmful public disputes
 - Act in good faith toward the organization
-

Community Conduct Guidelines

Members Should:

- [] Communicate respectfully
- [] Encourage positive participation
- [] Support growth initiatives
- [] Share opportunities responsibly

- [] Maintain professionalism in groups

Members Should Not:

- [] Spread misinformation
- [] Create internal conflict intentionally
- [] Misrepresent the organization
- [] Share confidential internal discussions

CHAPTER VI — MONTH-BY-MONTH 6-MONTH ROADMAP

![[Timeline Placeholder Image]]

Six-Month Timeline

Month	Focus
Month 1	Onboarding & Integration
Month 2	Community Growth & Operations
Month 3	Mid-Term Review
Month 4	Expansion & Strategic Planning
Month 5	Financial Preparation
Month 6	Exit Review & Repayment

Month-by-Month Breakdown

Month 1

- Orientation
- Board introductions
- System onboarding
- Initial meetings

Month 2

- Community participation
- Promotion support
- Operational updates

Month 3

- Mid-term evaluation
- Performance discussions

- Strategic adjustments

Month 4

- Expansion planning
- Growth campaigns
- Product scaling discussions

Month 5

- Financial preparation
- Repayment forecasting
- Operational review

Month 6

- Final board review
- Seat completion
- Principal repayment
- Interest distribution

CHAPTER VII — FULL ONBOARDING CHECKLISTS

![[Checklist Placeholder Image]]

Week 1 Checklist

- Read orientation handbook
- Join all official communication channels
- Attend first onboarding session
- Save financial documentation
- Review governance structure

Month 1 Checklist

- Participate in board discussions
- Understand operational flow
- Introduce network/community contacts
- Review growth initiatives

Mid-Term Checklist

- Review progress updates
- Confirm continued participation
- Assess financial performance
- Attend strategic meeting

Exit & Repayment Checklist

- Confirm repayment details
 - Attend final board meeting
 - Review investment summary
 - Receive principal repayment
 - Receive interest payout
 - Submit final feedback
-

CHAPTER VIII — KEY CONTACTS & RESOURCES

![Contact Placeholder Image]

Important Contacts

Department	Contact
Director's Office	_____
Operations	_____
Financial Coordination	_____
Community Support	_____
Logistics	_____

Useful Resources

Resource	Description
WhatsApp Community	Main communication hub
Board Meeting Notes	Shared after meetings
Financial Reports	Operational transparency
Product Catalog	Current product listings
Community Announcements	Public growth updates

FINAL WORD

Thank you for participating in the KINHARVEST Committee Board.

Your contribution supports a growing agricultural ecosystem rooted in community, cultivation, and sustainable opportunity.

Together, we grow.

KINHARVEST

Supporting our people. Growing our future.