# MIDLAND PANTRY & COMMUNITY FOOD FOREST INITIATIVE

## Coordinator Role Matrix

**Version 1.0 · October 24 2025**  
*Pantry Planning Project*

### SUMMARY

The Coordinator Role Matrix defines specific and overlapping duties between project coordinators to ensure balanced workload distribution, accountability, and clarity during all phases of the Midland Pantry & Community Food Forest.

### ROLE MATRIX TABLE

| Category | Heather-Lynne Van Wilde | Jaide Crow | Anna Dunlap |
| --- | --- | --- | --- |
| **Documentation & Records** | Lead | Support | — |
| **Volunteer Coordination** | Support | Lead | — |
| **Habitat Certification** | Support | Lead | Support |
| **Grant Management** | Lead | — | Support |
| **Site Safety** | — | Support | Lead |
| **Property Coordination** | — | Support | Lead |
| **Accessibility & Inclusion** | Lead | Support | Support |
| **Community Outreach** | Support | Lead | Support |
| **Technical Infrastructure** | Lead | — | — |
| **Budget Tracking** | Lead | Support | Support |

### NOTES

• “Lead” indicates primary responsibility and decision-making authority.  
• “Support” indicates collaborative assistance or data provision.  
• Dashes (—) indicate no direct responsibility, though consultation may occur.

### FOOTNOTE

¹ **Site layout pending:** Official property layout and utility plans have not yet been obtained.  
Current design elements reflect estimated placements based on observed site conditions.  
Final diagrams and measurements will be added upon receipt of verified site plans.

### REVISION NOTES – DOCUMENT HISTORY

| Date | Version | Description | Author |
| --- | --- | --- | --- |
| 2025-10-24 | 1.0 | Initial Coordinator Role Matrix established | Pantry Planning Collective |

### PROJECT CONTACT INFORMATION

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