

Title: **Volunteer Leadership Committees**
Date of Current Version: **March 2019**
Replaces Version: **August 2011**

Background

Volunteer leadership by participants and community members is an integral part of The Center's operation. It promotes engagement and a sense of ownership and investment in The Center, and utilizes the skills and experience of volunteers to more effectively fulfill The Center's mission and vision.

Staff Support

1. Volunteer leaders and volunteer-led groups shall be encouraged and supported by staff. Staff members assist the groups in accomplishing their goals.
2. If a volunteer leadership group does not have sufficient volunteer participation to carry out its activities, staff shall not perform the roles of volunteer positions on an ongoing basis. In this situation, the volunteer initiative and/or committee may need to be modified to increase volunteer interest or discontinued.

Ad hoc committees

1. An ad hoc committee meets for a limited period to address a specific task and may be created or authorized by The Center coordinator, Senior Center Commission, or volunteer committee.
2. Meeting agendas shall be distributed a minimum of twenty-four (24) hours prior to any meeting.
3. The staff liaison or a committee representative shall provide a brief report to the organizing body on activities of the ad hoc committee. When requested by the organizing body, minutes of the meetings shall be taken and approved copies of the minutes provided to the organizing body within 60 days of the ad hoc committee's meeting.

Standing Committees

1. Standing committees operate on a long-term basis to address ongoing issues. Membership may be elected, appointed by the Commission, or volunteer-based.
2. Standing committees shall serve a purpose that addresses a specific need and furthers the mission and vision of The Center. Committee structure may be fluid as needs and interests of participants and community members change.
3. Each standing committee shall have operational rules, annual goals, and objectives that further the mission and vision of The Center.
4. Job descriptions shall be available for each standing committee member to review.
5. Meeting agendas shall be distributed a minimum of twenty-four (24) hours prior to any meeting.
6. Standing Committees shall submit a written report or present an oral report on their activities to the Commission on a quarterly basis. Written reports must be submitted to The Center operations assistant by the second Thursday of the month in which they will be presented in order to be included in the Commission packet.

Administration

Staff members serve in a support and advisory capacity to volunteer leadership. Staff assignments to groups, activities, and committees vary according to the group's area of focus. Staff interaction with volunteer leaders recognizes individual worth and value, the lifelong ability to grow and improve, and the essential need for participant and member involvement in the leadership of The Center.

Approved by the Senior Center Commission on: April 18, 2019