

CAC AmeriCorps Advisory Committee



Last Revised 11/17/2017

Purpose: To advise, assist, support, and advocate for CAC AmeriCorps, its sites, members, and the communities it serves.

Composition: The CAC AmeriCorps Advisory Committee will be comprised of nine members. Four of these nine members will be members of the VISTA subcommittee. The committee will be composed as follows:

(3) CAC AmeriCorps Alums (State/National) / Site Supervisors (past or present) or Community Partners

(2) At Large Member

VISTA Subcommittee

(2) *Members of the Population Served by the AmeriCorps VISTA Program*

(2) *CAC AmeriCorps VISTA Site Supervisors (past or present) or CAC AmeriCorps VISTA Alums*

Scope: The role of a committee member is to advise CAC AmeriCorps' leadership about programs, ideas, and challenges as they arise. This includes but is not limited to service days, car allocation, accountability, recruitment, professional development of members, and program design. During meetings, committee members will have the opportunity to hear and discuss updates from CAC AmeriCorps staff, and also bring up topics and ideas that they feel are relevant and important to CAC AmeriCorps as a whole.

Commitment: Committee members will commit to serve a minimum of one (1) year, with a maximum of three (3) years. Meetings will be held quarterly at the LT Ross Building. Meetings will last between 1-3 hours depending on topics needed to be discussed. Members will be responsible for showing up to each meeting on time. If a member is unable to attend a meeting, reasonable notice must be given to the committee chair. Committee members must be able to attend 3 out of the 4 quarterly meetings.

Meetings will be held quarterly, in the months of August, November, February, and March. Exact dates will be determined by committee member availability, and will be called by CAC Staff.

Advisory Committee Members may be invited to participate in CAC AmeriCorps functions.

Procedures of Meetings: Meetings will be called by CAC Staff. Availability of committee members will be taken into consideration when scheduling these meetings. The meeting will be called to order by the committee Chair, after which the CAC AmeriCorps staff will have the opportunity to present the committee with any updates or considerations. Any topic can be opened for discussion by a committee member by motioning for it to be opened for discussion. After discussions have concluded for a certain topic (see member roles: Chair, Time Keeper), members of the committee will have the opportunity to present a topic for discussion by the committee. This can include concerns, ideas, and opportunities for the CAC AmeriCorps program. All topics of discussion must be emailed to the Chair one week ahead of the meeting so an agenda can be made. If a topic comes up that is not on the agenda, the Chair will facilitate an opportunity to bring up such topic at the end of each meeting. If the VISTA subcommittee needs to discuss a matter pertaining specifically to VISTA, the Chair will allow time at the end of the meeting for this subcommittee to meet.

Quorum: A simple majority must be present for any vote to be taken.

Committee Member Nomination Process: CAC AmeriCorps will initially identify and send email invitations to prospective committee members. Emails will include this document, as well as an official invitation to accept or decline with a reasonable deadline. After the initial committee is established, new members may be nominated by current members (i.e. each member nominates a replacement for themselves) as well as CAC AmeriCorps staff. After nomination, the committee will approve new members, and new members will have the opportunity to accept or decline the offer. This process shall begin no later than two months before terms are up. Members are allowed to nominate themselves for a second term, with a term limit of three terms.

Member Role Nomination Process: During the first meeting of each new committee, a motion will be called for members to nominate themselves or others for the roles described below. If a member with a role must be absent from a meeting, the role-holding member must find another committee member to stand in their place.

Member Roles

Chair: Calls the meetings to order and brings them to a close. The Chair is also responsible for creating the agenda, including topical time constraints, for each meeting.

Co-Chair: Takes on the roles of the Chair should the Chair be unable to be present.

*The next two positions will be held by CAC AmeriCorps staff as to not detract from conversations of the committee members.

Note Taker: Takes notes during each meeting, summarizes and emails notes to members within a week of each meeting.

Time Keeper: Keeps track of time in order to stick to the agenda by letting members know how much time is allotted to discuss a certain topic, and giving them a two minute warning before the time is up. If a topic needs more time for discussion, a member can motion to add more time to the discussion, of which the time keeper is responsible to keep track of as well.