

AGENDA

VOLUNTEER RECRUITMENT & RETENTION ad hoc COMMITTEE

DATE & TIME: June 22, 2023 – 9:30 am – 11:00 A.M.

LOCATION: ECIA Community Center Living Room and Via Zoom Videoconference

1. *Approve Agenda & Minutes*
2. *Open Forum:* opportunity for residents to comment
3. *Board Liaison Report*
4. *Community outreach teams' updates:*
 - a. New resident welcome team:
 - New Resident event Saturday, July 15, 9:30am
 - Welcome signs
 - b. Community events coordination team: 4th of July
 - c. Sustainability guidelines team
5. *VRRC Charter Update*
6. Next meeting

Charter for the Eldorado Community Improvement Association Volunteer Retention and Recruitment *ad hoc* Committee

1. Committee Name: Volunteer Retention and Recruitment *ad hoc* Committee (“VRRC”)

2. Vision and Mission Statement

The VRRC’s vision is for the ECIA to have exceptionally engaged, caring and talented volunteer leadership at all levels of the organization. The VRRC’s mission is to improve the quality of the ECIA’s volunteer leadership, by developing a set of best practices and strategies for attracting, supporting and helping retain volunteers for ECIA committees, task forces, events and special projects, and Board nominees.

3. Working Procedures

- The VRRC will function by holding public meetings, and holding or participating in events, trainings and other outreach activities. It will develop and maintain a database or other system to keep track of current and past volunteers, and will establish standards for best practices in volunteer recruitment, education, mentoring and leadership development.
- The VRRC will hold meetings as frequently as necessary to achieve its mission, not less than quarterly.
- Meetings will have agendas and minutes posted as required by ECIA policy
- 50% of members will constitute a quorum
- Sunset of the *ad hoc* committee. The VRRC will seek to develop a set of best practices that can be used by staff, committees and the Board. After it achieves this objective, the Board will determine whether this *ad hoc* committee is still necessary, or whether it should be terminated.

3. Level and Scope of Activities

The VRRC will support the ECIA Board by identifying the Board’s goals for each committee, task force, event or project. In collaboration with committee chairs, the VRRC will identify and seek to recruit new volunteers to achieve those goals. The VRRC will recruit qualified potential board nominees and help guide them through the nomination petition or appointment process. The VRRC will also seek to improve retention of current qualified volunteers by identifying barriers to their continued engagement of the ECIA.

4. Committee Membership and Responsibility

- Number of members and qualifications. The VRRC will be composed of at least three members, who must be Members in Good Standing (MIGS) of the ECIA as defined in the Bylaws. There is no upper limit for number of members.
- Desirable members. Ideally some members will have a deep background with other organizations in the Eldorado area and past service to the ECIA. For example, members of the VRRC might include one or more past ECIA board members and current or past committee chairs, Eldorado Community School PTA or School Board, and those who have participated in other local non-profit organizations such as the Community Garden, Eldorado 285 Recycles, Eldorado Hiking Group, Cactus Rescue Project, Eldorado Arts and Crafts Association, etc. New ECIA members and others are also welcome.
- Officers, subcommittees and other leadership roles. The VRRC will nominate two committee

officers, a chair and a secretary, for Board approval. The VRRRC may establish other leadership roles by a majority vote of its members, for example, for an event coordinator and an “ambassador” to welcome new ECIA Members. The VRRRC may establish subcommittees to achieve its mission.

- Attendance. Members must attend at least half of all regularly scheduled meetings in any one year to maintain their membership in the VRRRC. If a member finds they can no longer attend meetings regularly, they will be asked to resign to allow the committee to continue to meet quorum. However, given the other volunteer commitments these members will have, the VRRRC does not expect all members to be able to attend all meetings. Excused absences are not necessary.
- Tasks that members need to do:
 - Develop and maintain a database of past, present and potential future volunteers.
 - Suggest and reach out to potential qualified volunteers
 - Speak with committee chairs and the Board about volunteer needs and Board goals
 - Maintain a page on the ECIA website, and write articles for Vistas periodically, among other outreach opportunities
 - Welcome new ECIA members and let them know about volunteer opportunities
 - Help chairs develop “job descriptions” for their committees
 - Hold events to orient new ECIA members, attract and train new volunteer leaders
 - Before Board vacancies arise, develop a system for identifying, mentoring and assisting qualified Board candidates through the nomination or appointment process
 - Conduct “exit interviews” with departing volunteers and Board members, and share opportunities for improvement with committee chairs and the Board
 - Develop a set of best practices to improve volunteer recruitment and retention

5. Resources Required for the Committee to Perform its Work

The VRRRC requires the following resources:

- ECIA staff support by: providing names, contact information and roles (for example, dates of other committee appointments) of past and present ECIA volunteers, and contact information of new members
- assistance maintaining a database or other method of keeping track of those volunteers;
- reasonable budget, plus staff support for set up, tear down and marketing assistance for events;
- printing of hard copies of marketing materials, training information and other material
- assistance maintaining online resources such as a page on the ECIA website

6. Code of Ethics and Conduct

- Conflict of Interest. Committee members are expected to avoid conflicts of interest on issues before the committee. If a conflict exists, the member should disclose it and recuse themselves from any vote concerning the issue.
- Conduct in person and online. Committee members are expected to conduct themselves in a courteous, professional manner when communicating with Board Members, fellow committee members, ECIA Staff, outside contractors, Eldorado residents and other members of the public, including in electronic communications and on social media.

- Democratic process and social media engagement. If a member disagrees with a committee decision, they may ask that their dissent be included in the minutes, or they are welcome to resign. However, members are expected to publicly support all committee decisions. Although committee members are appointed representatives of the Board they are not spokespersons for the Board or their committee unless so appointed by the committee. Consequently, it is recommended that committee members refrain from discussing committee or board actions on social media; however, if they do so, they must make it clear that they are expressing their personal opinions and not that of the committee.
- Consequences. Committee members who violate this policy may be subject to disciplinary action, including, but not limited to censure, removal as committee officer, or removal from the committee by the Board of Directors. Members serve at the pleasure of the Board, and may be removed at any time for any reason.

Approved: Carol Sanguinetti 11/11/22 _____
 Board President Date Committee Chair Date