

## **Volunteer Engagement Committee**

### **Charge and Operating Code**

#### **I. ESTABLISHMENT**

- A. The Volunteer Engagement Committee is an operational committee of the American Camp Association, appointed by the Chief Executive Officer (CEO).
- B. The Volunteer Engagement Committee is intended to be an on-going committee. However, the CEO will annually review all operational committees to assess their relevance to the organization.

#### **II. PURPOSE AND OBJECTIVES**

- A. The purpose of this committee is to provide volunteer-to-volunteer support to volunteers across the local field and affiliate offices, under the leadership of the CEO.
- B. The objectives charged to this committee are:
  - a. **VOLUNTEER CULTIVATION AND RECRUITMENT**
    - Facilitate the development of tools and materials to support the cultivation and recruitment of volunteers to assist with the operations of the association.
    - Encourage and assist Local Councils of Leaders and Affiliate Boards of Directors to develop plans to foster grass-roots leadership to become future association-wide leaders
  - b. **VOLUNTEER ORIENTATION AND TRAINING**
    - Facilitate the development of appropriate orientation and training tools, materials, and experiences for volunteers.
  - c. **VOLUNTEER ENGAGEMENT AND SUPPORT**
    - Provide opportunities to support and engage volunteers across the association.
    - Individuals on this committee will serve as a volunteer-to-volunteer liaison between grass roots volunteers and other aspects of the association such as the CEO, staff, and other committees/task forces.
    - Assist in identifying the needs of field volunteers and provide recommendations to the CEO.
    - Encourage all programs, services and functions of ACA to communicate with and involve grass roots volunteers when interpreting and implementing policies, procedures and guidelines.
  - d. **VOLUNTEER RECOGNITION AND AWARDS**
    - Provide leadership over the development of local recognition and awards for volunteers.
    - Ensure local leaders are engaged in the National Awards program, encouraging the submission of nominations.
  - e. **ASSOCIATION ENDS, GOALS, AND STRATEGIC PRIORITIES**
    - Assist in the development of Local Council of Leaders Guiding Principles\*.
    - Assist in the development of an annual self-assessment tool for Local Councils of Leaders and Affiliate Boards.

(\*applicable to LCOLs).

#### **III. ORGANIZATION**

- A. The CEO appoints six committee members and a chair (seven total) to serve a 1 year term, renewable for up to 3 consecutive terms. It is preferable to stagger terms of service, as possible to prevent the entire committee rolling over at once. Experience as a local leadership volunteer is a preferred prerequisite to serve on the committee
- B. The CEO appoints a staff liaison who serves as a non-voting, ex-officio member of the committee. It is preferable that the Regional Team Leaders of the association and the Affiliate Executive Directors inform and work with the committee when possible.
- C. The CEO will appoint the chair annually. Generally, the chair should have served on the committee for at least one year.
- D. The committee reports to the CEO upon request and at least annually provides a written report of its work.
- E. Members of the committee are appointed Local Council of Leaders and Board Presidents with which to liaise. Appointments are made by the Chair, following discussion with the Local Councils of Leaders and Staff Liaison.

#### **IV. VOLUNTEER-TO-VOLUNTEER LIAISON ROLE**

- A. The liaison's role is to serve as an advocate for the field/affiliate office(s) they serve; to mediate within and between their offices and other offices; to serve as an "ear" for local issues; and finally, to be the link between the Volunteer Engagement Committee and their offices.
- B. The liaison's role is to encourage and support their local volunteers. This requires liaisons who are diplomatic and buy-in to the overall concept that their role is to do what they can to help Local Councils of Leaders and Affiliate Boards to meet their goals.

#### **V. MEETINGS**

- A. The committee shall meet at least quarterly. Virtual or in-person meetings are determined at the time of the fiscal year budget development annually.
- B. The committee abides by the American Camp Association's Conflict of Interest Statement.
- C. Decision making is conducted by consensus and occasionally by *Roberts Rules of Order* when agreed upon by the committee.
- D. The staff liaison is responsible for taking minutes of all committee meetings.

#### **VI. COMMITTEE OPERATIONS**

- A. The budget for this committee is prepared by the staff liaison in conjunction with the Committee Chair. The CEO has final approval of this operating committee's budget.
- B. The committee reports to the CEO upon request and at least annually provides a written report of its work.
- C. Revision of the Code shall be made by majority vote of the committee and shall be submitted to the CEO for ratification.