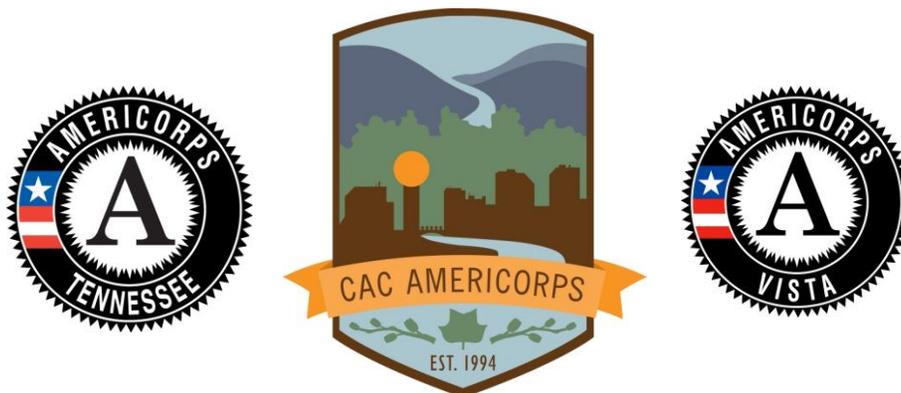


CAC AmeriCorps Advisory Committee



Last Revised 03/03/2020

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

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, 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.

Composition: The CAC AmeriCorps Advisory Committee will be comprised of up to nine members and will consist of 1) a minimum of two representatives of populations served by the AmeriCorps VISTA*, 2) a minimum of one CAC AmeriCorps VISTA site supervisor or CAC AmeriCorps VISTA Alum, and 3) a minimum of one CAC AmeriCorps State/National site supervisor or CAC AmeriCorps State/National Alum. There is also to be, when possible, one current, second year CAC AmeriCorps member. Those within the Committee member categories (1) and (2) will form the VISTA Subcommittee.

Commitment: Committee members will commit to serve a one (1) service year term for a maximum of (5) terms. Meetings will be held quarterly (August, November, February, and May), and exact dates will be determined by committee member availability and will be called by CAC Staff. They are to be held at the LT Ross Building and will last between 1-3 hours depending on topics to be addressed. 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 Program Staff. Committee members must be able to attend 3 out of the 4 quarterly meetings. Advisory Committee Members may be invited to participate in CAC AmeriCorps functions.

Selection of Members: When seeking to recruit new members, nominations are to be provided by current members of the Advisory Committee and the CAC Staff, and a request for applications will be sent to each of the nominees, asking them to submit a statement of interest that includes the reasons why the person

would like to join the committee, what the person would like to gain from the experience, and what the person may contribute to group's functionality. All statements of interest will be assessed by all members of the Advisory Committee and the CAC Staff, and a vote will be taken to determine the awardee. This process shall begin no later than two months before terms expire. Members are allowed to nominate themselves for subsequent terms, with a term limit of five terms.

Procedures of Meetings: Meetings will be called and facilitated by CAC Staff. Availability of committee members will be taken into consideration when scheduling these meetings. 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. This can include concerns, ideas, and opportunities for the CAC AmeriCorps program. Staff will facilitate the discussion of such topics at the end of each meeting. If the VISTA subcommittee wishes to discuss a matter pertaining specifically to VISTA, Staff 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. This is to include all Committee Members and Staff.

* A representative of populations served by the AmeriCorps VISTA is to include individuals who are from, frequently interact with, and/or provide services for impoverished populations. These representatives should have no current affiliation with CAC AmeriCorps, either as members or current Site Supervisors.