



Committee and Volunteer Guidelines Planning Year

Seeking and Connecting Volunteers:

A [volunteer interest survey](#) is available on the website. The purpose of this survey is to collect information about individuals who have an interest in participating in a committee during the planning year. Information collected includes the name and contact information of the interested party; a short explanation of their reason for wanting to volunteer; survey about which committee/s they have interest in joining; and a short explanation of relevant experience, if any. The survey includes an option for volunteers who do not wish to join a committee, but would like to be contacted for standalone volunteer opportunities as they arise. This survey will be available on the website, as needed.

The Community Engagement Committee will be responsible for collecting the responses from this survey and sharing it with the applicable Committee Chairs. The committee chairs are responsible for communicating with the prospective volunteers to determine whether or not their request is fulfilled. Volunteers who are not seeking to join a committee will be added to a subgroup within our mailing list for ease of contact as opportunities arise.

Committee Criteria/Expectations

The chair of each committee will be responsible for developing any criteria for volunteers interested in joining that committee. A [volunteer information document](#) will be created by each committee to distribute to interested volunteers (Community Engagement will send these upon first contact). This will be based on the work of the individual committee, meeting schedule and deadline expectations, and any other relevant considerations, including skills required, sensitivity of the committee's work, and how often new members are recruited/onboarded. The committee chair may also identify standalone tasks relevant to that committee's work, but which may be done by volunteers outside of the committee (ex: painting classrooms). This should be able to be passed on to future committee chairs.

Onboarding/Orientation

All new committee members will receive, at minimum, the following documents upon being placed on a committee: MCPM Charter; Committee description;

Committee meeting schedule (if established); Committee strategic plan (if established). Committee members must review mountaincitypublic.org to familiarize themselves with the mission and ethos of the school.

The committee chair will determine whether additional onboarding is needed. They will determine whether this will be done in or outside of the next committee meeting, and whether it will be conducted by the committee chair or a selected member of the committee.

Volunteer Expectations/Conduct

All committee members will be expected to attend and participate in committee meetings (as laid out by the committee chair). Attendance and participation in the work of the committee by all members is crucial to the committee's successful functioning, and at least 75% attendance is required. In addition to attending and participating in meetings, committee members will be expected to participate meaningfully in asynchronous work on committee tasks and documents. Depending on the committee, members may be expected to participate in events and activities outside of scheduled meeting times. Committee members may also be asked to present important information or reports to the board of directors at scheduled board meetings.

The Committee Chair will be responsible for providing all members with a meeting agenda and any relevant documents needing review a minimum of 3 days prior to the meeting so that members can come informed and prepared. It is the expectation that all members will review the agenda and all relevant documents prior to the meeting.

Participation in meetings should be respectful and relevant to the conversation at hand. Each committee agenda includes shared agreements about group conduct and the guide to board decision making.

Should a committee member have a question or concern, it is their responsibility to address it with the appropriate party/parties (committee chair, board chair, etc.) as soon as possible.

Committee members are expected to use appropriate discretion about sharing information about committee work outside of the committee. Under no circumstances should any committee member share with the public any information deemed confidential to MCPM.

Other Volunteers (non-committee)

The Volunteer and Committee Interest Survey provides an option for people to communicate their desire to volunteer without participating on a committee. The Board will develop and maintain a volunteer database and create a subgroup in the Mailchimp account for direct communication when volunteer needs arise. Committee chairs may communicate directly with these volunteers when specific projects or events require additional volunteers.

Volunteer and Committee Accountability

If a committee member fails to meet their commitment expectations or has concerns related to the conduct and/or work of the committee, the Committee Chair will address the concern by taking the following actions:

1. Initiate first contact to address the concern.
2. Explore solutions (may include participating with a different committee, managing expectations for both parties, offering services as needed, etc.)
3. Determine the best course of action for both parties, up to and including the volunteer ending their service with MCPM.