

2022
 Work Plan for Citizen Involvement Commission
 Supporting Diversity

2022 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Volunteer Recruitment	Participate in at least two community events a year (e.g. Day in Our Village, Farmers Market, etc.)	Increase awareness of commission work and variety of volunteer opportunities.	Ongoing	\$400
	Host at least one volunteer recruitment event each quarter with varying community partners.	Increase number of first time applicants accurately representing the demographics of our Village by 15%.		
	Review volunteer application process and make updates as necessary	With rollout of new village website, provide updates to application process for commissions.		
	Identify culturally competent marketing materials. Better utilize social media.	Build trust amongst sectors of our community who feel less ownership over opportunities to get involved.		
	Assess our weaknesses and evaluate progress forreaching goal of seeking a volunteer base that accurately reflects the demographics of our Village and continue to monitor demographics.	Commission makeup that reflects the demographics of our Village.		
Commission Support	Review interview and selection process. Interview at least two candidates for each vacancy.	Maintain a vacancy rate not to exceed 10% with well suited volunteers.	Ongoing	
	Maintain a database of commission members and terms.	Provide monthly commission vacancy reports, Chair expiration report, and results of survey data.		
	Establish a committee liaison process that connects us with the chair/commission to help in identification of commission needs	Filling commissions with the needed skills/expertise they require to be a successful commission		

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	Creating a new onboarding process for commissions members	75% of new commissioners complete the onboarding training.		
	Co-Host with Village President quarterly Chair meetings for peer learning and support.	Increase knowledge, skills, and abilities of commission leadership for effective and efficient commissions.		
Volunteer Recognition	Host the annual Volunteer Appreciation Event.	Express appreciation to Village Volunteers.	September 2022	\$2,000
	Thank you video honoring Village Volunteers.			
	Thank you cards signed by Village Board and staff.			

2021
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2020 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Volunteer Recruitment	Participated in Day in Our Village to spread awareness of volunteer opportunities.	The unfortunate reality is that while recruitment efforts continued during COVID-19 and all commissions have enough members to meet commissions have been active to varying degrees from not at all to busy meeting priority needs of the village board.	Ongoing	\$80
	Created marketing materials that advertise purpose of commissions.			
	Conducted commission demographic survey to identify our baseline data for diversity amongst volunteers.			
Commission Support	Interview and provide recommendation for commission placements to the Mayor and Village Board.	The Village Board appointed 15 new commissioners and 3 reappointments.	Ongoing	
	Maintain a database of commission members and terms.	Provided commission vacancy and Chair expiration reports.		
	Reinstate chair liaison program to provide support to citizen chairs and commissions.	Chair liaisons have been actively observing commission meetings to gain knowledge of commission scope, be more affective with recruitment, and provide assistance.		
	Village Clerk holds quarterly Chair meetings for peer learning and support.	Postponed until after COVID-19		
Volunteer Recognition	Partner with the Park District to host the annual Volunteer Appreciation Event.	Postponed until after COVID-19. Members of CIC wrote a “Thank you” to commissioners, printed in the WJ December 2020.	June December	\$990