

2023
Work Plan for Citizen Involvement Commission
Supporting Diversity
Village Board accepted: March 6, 2023

2023 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Volunteer Recruitment	Participate in at least three community events a year (e.g. Day in Our Village, Farmers Market, Thursday Night Out etc.)	Increase awareness of commission work and variety of volunteer opportunities.	Ongoing	\$2,500(to also include 2 flyers in the Wednesday Journal which are \$1,300 for 2 flyers
	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%. (Ron: need to know demographics to meet this outcome; Dr. Walker: perhaps take out the number, perhaps youth representation or come certain demographic)		
	Review Recruitment Process and volunteer application process and make updates as necessary (Ron R.: focus on hot job and specific needs; focused agreement)	With rollout of new village website, provide updates to application process for commissions.		
	Update marketing materials and look into ways to better utilize social media and other outlets such as local newspaper (e.g. Sheila: relevant OP Facebook pages, Village Social Media Outlets, Tik-Tok, etc.); (Ron E.: possible flyer in Wednesday Journal 2x year (\$1300 to do 2x year)) (Carollina: OP FYI) (Drew: flyers outdoor in parks, well-traveled places, other relevant locations, QR code, etc.) (Curtis: churches and places of worship) (Drew: everyone bring groups associated with or have contacts with to discuss at next meeting) (how does that fit with liaison role) (draft all job descriptions/profiles for review so ready to work; perhaps a template)	Build trust amongst sectors of our community who feel less ownership over opportunities to get involved.		
	Continue to gather demographic data of volunteer base.	Assess our weaknesses and evaluate progress for reaching goal of seeking a volunteer base that accurately reflects the demographics of our Village.		
	Review timeline of applicants process from time of application to CIC interview and placement on village board agenda.	Decrease the time it takes in the process once applicants submit an application.		

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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.		
	Continue a committee liaison process that assigns a liaison to each Commission/Committee, and that connects us with the chair/commission to help in identification of commission needs (increase involvement of CIC liaison, attend meetings, be consistent and follow certain mandates process)	(CIC liaison takes lead on Recruitment Process, interview, onboarding, exit interview, follow-up with Chair;)		
	Formalize a new onboarding process for commissions members and an exit interview process to gather information which may help commissions in the future	75% of new commissioners complete the onboarding training.		
	Co-Host with Village President quarterly Chair meetings for peer learning and support, and quarterly meetings with new commissioners for training (and not for purposes of business in order to not violate OMA pending legal dept opinion)	Increase knowledge, skills, and abilities of commission leadership and commissioners for effective and efficient commissions.		
Volunteer Recognition	Host the annual Volunteer Appreciation Event.	Express appreciation to Village Volunteers.	Fall 2023	\$3,000
	Thank you video honoring Village Volunteers.			
	Thank you cards signed by Village Board and staff.			