



NEW MEXICO COMMISSION FOR
**COMMUNITY
VOLUNTEERISM**



**New Mexico Commission for
Community Volunteerism Meeting**

Friday, June 17, 2016

Wells Fargo

200 Lomas Blvd. NW, 12th Floor Board Room

Albuquerque, NM 87103

12pm-4pm

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Commission Staff Announcements
- V. CNCS/National Announcements
- VI. Committee Report Outs
 - a. Executive, Commissioner Riordan
 - b. Grants Management and Program Development, Commissioner Armijo-Brasher
 - c. Commission Board Development, Commissioner Montoya
 - d. Community Outreach, Commissioner Chavez
 - e. State Plan Task Force, Commissioner Humiston
- VII. Old Business
- VIII. New Business
 - a. Formula Grant Competition Deliberation
 - b. Appointment of Officers
 - c. Appointment of Committee Chairs
 - d. Adopt Schedule of Meetings for the Upcoming Year
- IX. Public Comment
- X. Adjournment





Agenda Action Items for Discussion & Approval

<u>Activity</u>	<u>Action</u>
❖ Minutes From Previous Meeting	Approve
❖ Commission Reports & Announcements	Discuss
❖ CNCS/National Announcements	Discuss
❖ Old Business	
<p style="text-align: center;"><u>Commission Board Member Proxies:</u></p> <p>The Commission Board has requested to authorize a member who is unable to attend meetings the ability to send a proxy in their absence.</p> <p style="text-align: center;"><u>Proposed Resolution to Bylaws:</u></p> <p>A voting member may select one designee to serve when necessary in his/her place. A letter must be submitted to the Chair of the Commission from the Commissioner nominating the designee and indicating his/her credentials for service and relationship to the constituency the Commissioner represents. Designees shall enjoy the full privileges of Commission membership but may not be an officer of the Commission.</p>	<p style="text-align: center;">Continue to Discuss Change Bylaws</p> <p style="text-align: center;">Or</p> <p style="text-align: center;">Table</p>
❖ New Business	
<p style="text-align: center;"><u>Formula Funding:</u></p> <p>Formula grants are AmeriCorps program proposals that are put into a pool of applicants at the state commission level for a decision on funding made by the state's commission. This year, NMCCV was allocated \$1,297,993 in Formula Funding from CNCS.</p> <p>In order to assemble the strongest state AmeriCorps program portfolio a combination of general and targeted outreach strategies are recommended. Commissions may also enlist their own application criteria to assure applying organizations align with commission funding priorities.</p> <p>On April 1st, NMCCV released a Request for Proposals (RFP) for organizations wanting to support an AmeriCorps program (Operating Grants), or organizations wanting to design an AmeriCorps Program (Planning Grants).</p> <p style="text-align: center;"><u>Commission Decision:</u></p> <p>How best to allocate \$1,297,933 Formula Funds for 2016-2017 AmeriCorps Program Year.</p>	<p style="text-align: center;">Discuss & Approve</p>
<p style="text-align: center;"><u>Appointment of Officers:</u></p> <p>The Commission shall hold an annual business meeting within the second quarter of each calendar year. At that meeting, the Commission shall elect from within its membership a chairperson, a vice-chairperson, a treasurer and a secretary.</p>	<p style="text-align: center;">Nominate & Elect</p>



Position Descriptions:

Chairperson- The Chairperson shall have general charge of the business of the Commission. The Chairperson may delegate any of his/her power to the vice-chairperson of the Commission or other members of the Commission. The chairperson shall be an ex-officio member of all committees. Other duties include, but are not limited to, the following:

1. Preside at all meetings of the Commission;
2. Call special meetings of the Commission on accordance with these bylaws;
3. Sign documents of the Commission;
4. Oversee that all actions of the Commission are appropriate;
5. Schedule or cancel meetings as the needs of the Commission dictate;
6. Create special committees as needed and appoint committee chairpersons;
7. Represent the Commission or appoint a member of the Commission as a representative to special events or meetings.

Vice-chairperson- During the absence, disability or disqualification of the chairperson, or at the request of the Chairperson, the Vice-chairperson , the secretary shall exercise the duties and responsibilities of the Chairperson.

Treasurer- Duties include, but are not limited, to the following:

1. The Treasurer is responsible for assisting the Commission with financial accountability;
2. The Treasurer also assists with compliance with state, federal and Corporation for National Service regulations.

Secretary- Duties include, but are not limited, to the following:

1. The Secretary assists the Commission with compliance with state, federal and Corporation for National Service regulations.
2. During the absence, disability or disqualification of both the chairperson and vice-chairperson, the secretary shall exercise the duties and responsibilities of the chairperson.

Commission Decision:

Nominate and Elect Officers

Appointment of Committee Chairs:

As stated in the Commission Bylaws, the chairperson of the Commission shall appoint committees to compile data and make their findings and recommendations known to the Commission.

Committees may be formed or terminated as deemed necessary by the Commission chairperson. All Committees will have the support and technical assistance of the Commission staff.

Discuss



Committee Descriptions:

Executive Committee-will have general supervision of the affairs of the Commission between its business meetings, make recommendations to the Commission, serve as a liaison to the committees and perform other duties as specified in the bylaws. It will also be empowered to establish ad hoc committees to carry out the work of the Commission.

Board Development Committee-will assist the Commission in making recommendations to the Governor regarding the appointment of new members and the removal of inactive members, coordinating Committee assignments, scheduling Commission meetings, supporting Commissioner development, and seeking out perspective commission members.

Grants Management & Program Development Committee-will support the Commission in implementing and overseeing a competitive grant process and ensuring that resulting programs, projects, and activities are carried out effectively, efficiently, and in accordance with federal regulations, policies, and grant requirements. This grant management role involves a broad array of responsibilities in three primary areas: project management and quality, financial management, and grant compliance.

Community Outreach & Public Relations Committee-will educate communities about available Commission resources and encourage them to increase volunteerism. The Committee will develop a statewide marketing strategy to educate both elected officials and the public about volunteerism and national service programs in New Mexico. The Committee will work with staff to develop marketing materials, ensure the newsletter is published quarterly, and issue press releases as appropriate. The Committee is also responsible for assisting in the development of a plan to recruit national service participants and promoting National Days of Service.

Strategic Planning/State Service Plan Committee-will work to develop and maintain the Commission's State Service Plan. Every three years, the Committee will revise and present the State Service Plan to the Commission for review and vote. The Committee is also responsible for assessing the Commission's performance in relation to the goals set forth in the State Service Plan, and will provide an update on progress at each meeting (or as often as appropriate).

Commission Decision:

Nominate and Elect Committee Chairs

Adopt Schedule of Meetings for the Upcoming Year:

According to the Commission Bylaws, during the annual business meeting the Commission shall adopt a schedule of meetings for the upcoming year. Meeting Types:

Annual Meetings

The Commission shall hold an annual business meeting within the second quarter of each calendar year. At that meeting, the Commission shall elect from within its membership a chairperson, a vice-chairperson, a treasurer and a secretary, and shall also adopt a schedule of meetings for the upcoming year.



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<p>Regular Meetings The Commission shall hold at least one regular meeting each quarter of a calendar year. Notice of cancellation of any meeting shall be performed by the Commission staff with the approval of the Chairperson.</p> <p>Special Meetings Special meetings may be called by the chairperson or the vice-chairperson acting in the absence, disability or disqualification of the chairperson, or at the request of a quorum of voting members, or at the request of the Commission staff.</p> <p style="text-align: center;"><u>Commission Decision:</u></p> <p>Adopt a schedule or schedule throughout the year?</p>	
<p>❖ Announcements</p>	
<p>❖ Next Meeting</p>	
<p>❖ Adjourn</p>	

