



InterCorps Council Colorado Handbook  
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For more information please visit:

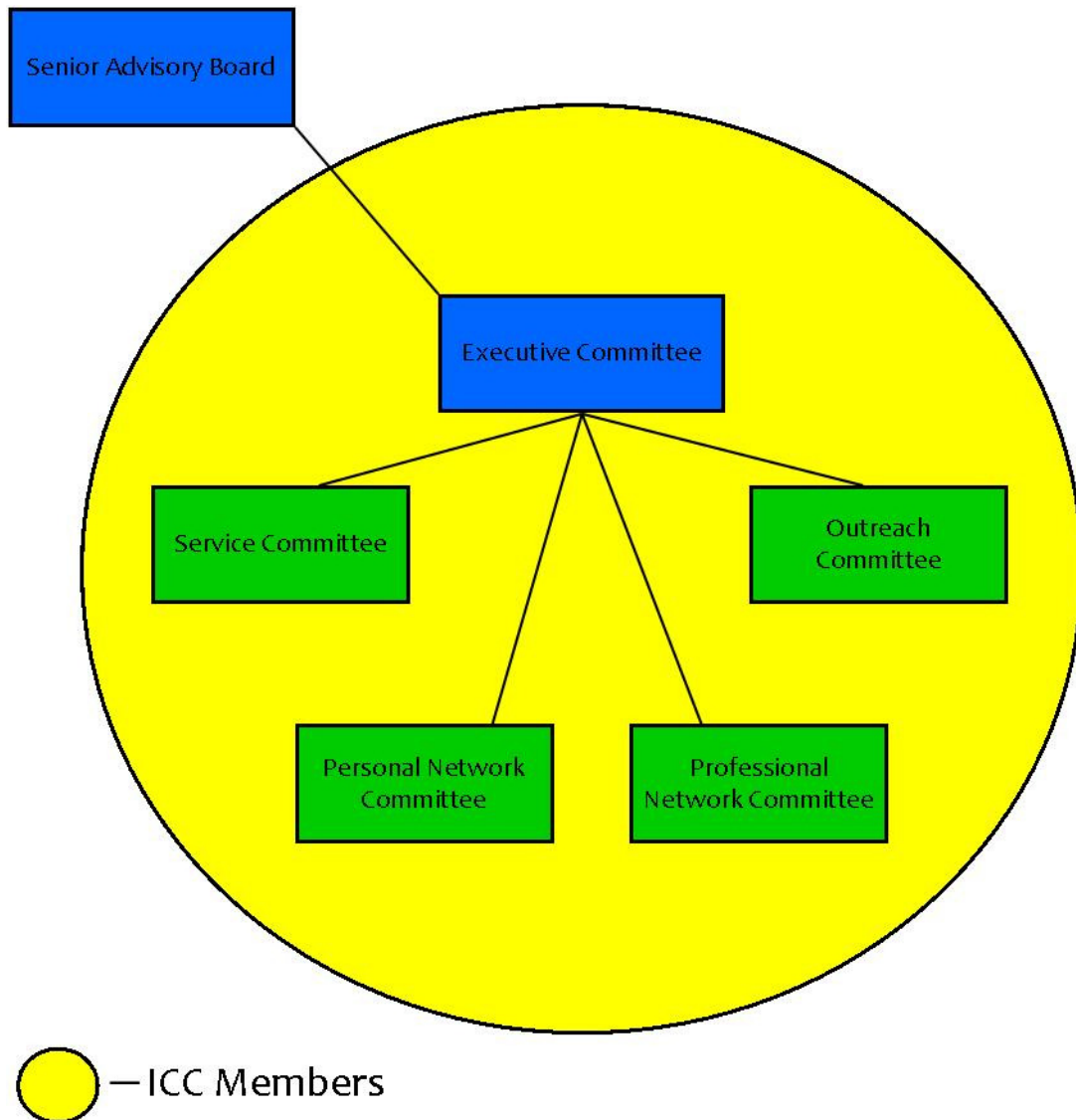
InterCorps Council Colorado Website: <http://intercorpscouncilcolorado.weebly.com>

## InterCorps Council Colorado Mission



InterCorps Council Colorado is a member driven group whose mission is to serve as a resource and support system for Colorado's national service members.

## InterCorps Council Colorado Structure



**Executive Committee**

- Members:
  - Lead by appointed co-chairs
  - Co-chairs of each committee
- Responsibilities:
  - “Run” ICC
  - Sustainability
  - Major decision making

**Outreach Committee**

- Members:
  - Lead by appointed co-chairs
  - National service members
- Responsibilities:
  - Recruiting
  - Create unified front
  - Receive ICC member comments/questions/grievances
  - Select website updates

**Service Committee**

- Members:
  - Lead by appointed co-chairs
  - National service members
- Responsibilities:
  - National service days
  - LAFTA Conference
  - Volunteer matching

**Personal Network Committee**

- Members:
  - Lead by appointed co-chairs
  - National service members
- Responsibilities:
  - Personal resource sharing
  - Social activities
  - Update resource database, blogs, etc.
  - Best practices – “Tips and Tricks”

**Professional Network Committee**

- Members:
  - Lead by appointed co-chairs
  - National service members
- Responsibilities:
  - Facilitate program collaboration/database
  - Job opportunities
  - Skill, leadership, professional development
  - Speaker’s bureau

### Membership Guidelines:

- Purpose:
  - The purpose of InterCorps Council Colorado (ICC) is to bring together and support national service members in the state of Colorado
- Who can join?
  - Current and past national service members
  - Must be a member or alum of:
    - AmeriCorps\*National
    - AmeriCorps\*NCCC
    - AmeriCorps\*State
    - AmeriCorps\*VISTA
    - Learn and Serve
    - Senior Corps
- How do you join?
  - Go to the ICC website and fill out “Join ICC” form
  - You will receive an email from the ICC Executive Committee regarding your interest in joining ICC
- Benefits:
  - Access to a network of current and past national service members in the state of Colorado
  - Opportunities for collaboration, leadership, training, service, networking, and social gatherings
  - Advice and assistance in how to make the most of your service, Life After AmeriCorps, job development, job opportunities, housing, food stamps, etc.
- Participation requirements:
  - Attend the ICC annual meeting
  - Take part in at least one ICC sponsored service project per year
  - Stay up-to-date on the goings on of ICC through the ICC website
  - Become involved in ICC committees if you are interested

### Program Guidelines:

- Definition of a program:
  - Any organization, agency, or entity that hosts national service members
  - Any organization, agency, or entity that distributes national service resources to other organizations
- Responsibilities:
  - Informing new national service members about ICC when they begin their terms of service
  - Encouraging members to take an active role in ICC
  - Promoting ICC as a source of support and collaboration

### Committee Guidelines:

- Purpose:
  - The purpose of ICC Committees is to ensure the efficient and effective operation of ICC for Colorado's national service members
  - Committees are at the heart of functionality for ICC
- Who can join?
  - Any current ICC member
- How do you join?
  - Go to the ICC website and fill out "Join an ICC Committee" form
  - You will be contacted by a member of the Executive Committee regarding your interest in committee membership
  - Members interested in committee membership will receive an application that will be reviewed by the Executive Committee
  - The Executive Committee is responsible for appointing committee members
- Responsibilities:
  - Be sure you understand the function of your committee
  - Be sure you understand what participation is expected and required of you to be part of your committee
  - Take an active role in your committee by sharing ideas, making suggestions, attending meetings, and overall promotion of ICC to the national service community
  - Bring concerns, questions, ideas that you receive from ICC members to your committee
- Participation requirements:
  - Members will serve a 6-12 month term, to be determined by the committee member upon appointment to a committee, and are encouraged to appeal to the committee leadership to continue membership after the 6-12 month period
  - ICC members can serve on a maximum of two committees at one time
  - Committee members must attend meetings regularly:
    - If 2 or more consecutive meetings are missed without prior notification to the committee chair, the committee member shall resign their seat on the committee
    - If a member misses more than 25% of meetings within a 12 month period without prior notification to the committee chair, the committee member shall resign their seat on the committee
      - Example: If meetings are quarterly, the member must attend 3 of the 4 meetings
      - Example: If meetings are monthly, the member cannot miss more than 3 meetings
    - A quorum of half plus 1 must be in place for any committee voting to take place
  - Committee members are expected to complete their tasks and assignments properly, entirely, and on time
    - If a committee member misses 2 or more deadlines without prior notification to the committee chair, the committee member shall resign their seat on the committee
  - Committee members have equal voice and vote, it is the responsibility of the committee co-chairs to ensure this
  - If removal from a committee becomes necessary, the Executive Committee must sign off on removal
  - Committee member removal will be handled on a case by case basis

### Leadership Guidelines:

- Purpose:
  - The purpose of establishing leadership for ICC Committees is to provide consistency and guidance to the committee, ensure smooth operation, identify the individual(s) that will represent the committee on the Executive Committee, and create opportunities for ICC Members to develop their leadership skills
  - Committees will be lead by 2 committee co-chairs with equal voice
- Who can be a leader?
  - Any current ICC Member
  - It is highly encouraged that a potential leader be part of the committee for which they would like to lead for prior to applying to be a committee chair
- How do you become a leader?
  - Go to the ICC website and fill out the “Apply for ICC Leadership” form
  - You will be contacted by a member of the Executive Committee regarding your interest in committee leadership
  - Members interested in committee leadership will receive an application that will be reviewed by the Executive Committee and the Senior Advisory Board
  - The Executive Committee and Senior Advisory Board are responsible for committee leadership appointments
- Responsibilities:
  - Be sure you understand the function of a leader
  - Be sure you understand what participation is expected and required of you to be a leader
  - Set and maintain a meeting schedule and structure for your committee
  - Establish a vision and working agreement with your committee
  - Represent your committee on the Executive Committee
  - Provide comprehensive reports to the Executive Committee as needed to keep everyone informed
  - Facilitate committee meetings
  - Empower your committee members to participate and be effective in their work
  - Be available to your committee members for guidance, advice, and questions
  - Ensure that all committee members are given equal voice and take action if there is an obstacle that is hindering equal voice
  - Be willing and aware of when to ask for guidance from fellow committee members, the Executive Committee, and the Senior Advisory Board
- Participation requirements:
  - Committee Chairs will serve a term of 6-12 months, to be determined by the member upon appointment to the leadership position, with a chance to appeal to the Executive Committee and Senior Advisory Board to continue after the 6-12 month period
  - ICC Members can serve in only one leadership position at a time
  - The committee chair must attend all committee meetings:
    - If a leader misses a meeting without prior notification to an Executive Committee Co-Chair, the leader shall resign their position as chair of the committee
  - The committee chair is expected to complete all of their tasks properly, entirely, and on time
    - If a committee chair misses a deadline without prior notification to the Executive Committee Co-Chair, the leader shall resign their position as chair of the committee
  - If removal from a leadership position becomes necessary, the Executive Committee and Senior Advisory Board must sign off on removal
  - Committee leadership removal will be handled on a case by case basis

### Senior Advisory Board Guidelines:

- Purpose:
  - The purpose of the Senior Advisory Board (SAB) is to provide advice, guidance, support, and sustainability for InterCorps Council Colorado. SAB's role is advisory to all ICC committees and will assist with major decision-making. The SAB is a collection of individuals who bring unique knowledge and skills to ICC. Members of the SAB will make recommendations, provide key information and materials, and promote a positive image of ICC throughout the state.
- Who can join?
  - The SAB will consist of up to 10 members representing the following affiliations:
    - Governor's Commission on Community Service (GCCS)
    - Corporation for National and Community Service Colorado State Office (CNCS)
    - AmeriCorps Alums
    - NCCC
    - Other Affiliates
- How do you join?
  - Contact the Executive Committee Co-Chair through the ICC website
  - You will receive an email regarding your interest in joining the SAB
  - The Executive Committee and SAB are responsible for appointments to the SAB
- Responsibilities:
  - Be sure you understand the function of a SAB Member
  - Be sure you understand what participation is expected and required of you to be a SAB Member
  - The primary role of the SAB is to provide guidance and advice to all committees in matters relating to ICC activities, communications and events
  - Communicate with the Executive Committee on emerging issues, activities, professional development, networking, job opportunities, and resources related to the national service movement
  - Promote ICC in the national service, non-profit, business, and social communities
  - Each SAB Member has an equal voice and equal vote
- Participation requirements:
  - SAB Members will serve a term of 2 years, with a review every 12 months, and are encouraged to appeal to the Executive Committee and SAB to continue on the board after that 2 year period
  - The chair position of SAB will be a rotating position
    - Each member will serve as chair for a period of 2 months, rotation will take place alphabetically by last name
    - Responsibilities to be assumed by the member when they are serving as chair are to schedule, plan, and facilitate a SAB meeting; serve as the liaison between the SAB and the ICC Executive Committee; cast deciding votes in the case of a tie
  - Each SAB Member must participate in at least one ICC sponsored event per calendar year
  - The SAB will set a their own meeting schedule for a period of 12 months
  - SAB Members must attend all SAB meetings:
    - If a member misses a meeting without prior notification to the SAB Chair, the member shall resign their position as part of the board
    - A quorum of half plus 1 must be in place for any SAB votes to take place
  - Removal will be handled on a case by case basis

### **Committee Membership Appointment Process:**

- ICC Members interested in becoming part of an InterCorps Council Colorado Committee first submits a “Join ICC” form through the ICC website
- The Executive Committee sends the member an ICC Committee Application to be returned within 7 days
- The application is then reviewed by all members of the Executive Committee
- The Executive Committee holds a meeting to vote, majority ruling, on the appointment of the member to the committee in question
- If a decision cannot be reached, the appointment decision moves on to the Senior Advisory Board who will reach a decision by a majority rule vote
- The co-chair of the committee to which is being applied informs the member of the decision
- If appointed, the member gains immediate membership to the committee

### **Leadership Appointment Process:**

- ICC Members interested in a leadership position within an InterCorps Council Colorado Committee first submits an “Apply for ICC Leadership” form through the ICC website
- The Executive Committee sends the member an ICC Leadership Application to be returned within 7 days
- The application is then reviewed by all members of the Executive Committee and Senior Advisory Board
- The Executive Committee and Senior Advisory Board holds a meeting to vote, majority ruling, on the appointment of the member to the leadership position in question
- The co-chair of the Executive Committee informs the member of the decision
- If appointed, the member begins in their leadership position immediately

### **Senior Advisory Board Appointment Process:**

- Individuals interested in a position on the InterCorps Council Colorado Senior Advisory Board first contact the co-chair of the Executive Committee through the ICC website
- The Executive Committee sends the member a Senior Advisory Board Application to be returned within 7 days
- The application is then reviewed by all members of the Executive Committee and Senior Advisory Board
- The Executive Committee and Senior Advisory Board holds a meeting to vote, majority ruling, on the appointment of the individual to the Senior Advisory Board
- The chair of the Senior Advisory Board informs the individual of the decision
- If appointed, the member begins in their position on the Senior Advisory Board immediately

### **Committee Member Removal Process:**

- If removal of a committee member becomes necessary, the process must be initiated by the co-chair of the committee involved
- The co-chair must write a letter to the committee member in question stating the reason for which removal from the committee is being pursued
- The letter must be reviewed by the Executive Committee before being given to the member
- The co-chair of the Executive Committee delivers the letter to the committee member
- The committee member then has a meeting with the co-chairs of the Executive Committee and the co-chairs of the committee involved
- At this meeting a decision is made and the member is either removed from the committee effective immediately or retains their position on a probationary basis

### **Leadership Removal Process:**

- If removal of a Leader becomes necessary, the process must be initiated by the co-chair of the Executive Committee
- The co-chair of the Executive Committee must write a letter to the leader in question stating the reason for which removal from their position is being pursued
- The letter must be reviewed by the Executive Committee and at least 2 members of the Senior Advisory Board before being given to the member
- The co-chair of the Executive Committee delivers the letter to the leader
- The committee member then has a meeting with the co-chairs of the Executive Committee and at least 2 members of the Senior Advisory Board
- At this meeting a decision is made and the leader is either removed from their leadership position effective immediately or retains their leadership position on a probationary basis

### **Senior Advisory Board Removal Process:**

- If removal of a Senior Advisory Board member becomes necessary, the process must be initiated by the chair of the Senior Advisory Board
- The chair of the Senior Advisory Board must write a letter to the board member in question stating the reason for which removal from the Senior Advisory Board is being pursued
- The letter must be reviewed by the Senior Advisory Board and the Executive Committee before being given to the member
- The chair of the Senior Advisory Board delivers the letter to the board member
- The board member then has a meeting with the co-chairs of the Executive Committee and the chair of the Senior Advisory Board
- At this meeting a decision is made and the board member is either removed from the Senior Advisory Board effective immediately or retains their position on a probationary basis

### **Standing Committee Operations:**

- Run by co-chairs appointed by the Executive Committee Co-Chairs and Senior Advisory Board
- Members of the committee are appointed by the Executive Committee
- Each committee will set its own meeting schedule to be facilitated by the committee co-chairs
- Each committee will set its own concrete goal and objectives that, in turn, will be reported to the Executive Committee
- Each committee will report updates to the Executive Committee as needed

### **Outreach Committee:**

- Responsibilities:
  - Recruiting for ICC membership
  - Publicizing committee and leadership openings among the ICC member network
  - Create a unified front for ICC and national service in the state of Colorado
  - Receive ICC member comments, questions, and grievances
  - Select website updates
  - Post at least one discussion per month on the ICC Facebook Page

### **Service Committee:**

- Responsibilities:
  - Organizing and facilitating an ICC presence for national service days
  - Annual LAFTA Conference (Life After AmeriCorps)
  - Volunteer matching
  - Post at least one discussion per month on the ICC Facebook Page

### **Personal Network Committee:**

- Responsibilities:
  - Facilitating personal resource sharing
  - Encouraging ICC members to organize their own social activities
  - Best practices – “Tips and Tricks” – for living and working as a national service member
  - Select website updates on the ICC Member Resources website
  - Post at least one discussion per month on the ICC Facebook Page

### **Professional Network Committee:**

- Responsibilities:
  - Facilitating professional resource sharing
  - Encouraging program collaboration among ICC members
  - Skill, leadership, and professional development opportunities
  - Select website updates on the ICC Member Resources website
  - Post at least one discussion per month on the ICC Facebook Page

### **Executive Committee:**

- Run by co-chairs appointed by current Executive Committee Co-Chairs and Senior Advisory Board
- Made up of the co-chairs of all other ICC Committees
- Responsibilities:
  - Focus on sustainability of ICC
  - Committee member, leadership, and Senior Advisory Board appointments and removals
  - Maintain contact with Senior Advisory Board and all ICC Committees

### **Executive Committee Co-Chairs:**

- Oversee the operations of ICC
- Work to ensure the sustainability of ICC by:
  - Create and maintain a high standard for the Executive Committee Co-Chair positions to ensure the best operating environment possible for all of ICC
  - Work to ensure that ICC is meeting the needs of all national service members in the state of Colorado
  - Facilitating and maintaining consistent, open communication with ICC members, committees, co-chairs, and Senior Advisory Board
  - Recruit effective, dedicated leaders
- Other responsibilities:
  - Determine and facilitate the operating structure for the Executive Committee
  - Set the meeting schedule, agendas, and tasks for the Executive Committee
  - Maintain and update the ICC Website and ICC Facebook Page
  - Receive ICC New Member, New Committee Member, and New Leadership emails and send out greetings emails and applications as appropriate
  - Relay appointment tasks to the Senior Advisory Board and Executive Committee as appropriate
  - Ensure the professionalism, expedience, and fairness of removal procedures as needed