

RESOLUTION 16-20:

A RESOLUTION AMENDING THE VOLUNTEER PROGRAM POLICY FOR THE VILLAGE OF PINEHURST

THAT WHEREAS, the Village Council of the Village of Pinehurst adopted the “Volunteer Program” policy by motion at the work session on March 22, 2005 to create guidelines for the volunteers who give of their time and talents to serve on standing and ad hoc committees and boards; and

WHEREAS, the Village Council has amended the “Volunteer Program” policy from time to time in an effort to enhance the Village’s Volunteer Program by clarifying guidelines for recruiting and developing volunteers, establishing a rewards and recognition program, and establishing term limits.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in a regular meeting assembled this 28th day of June, 2016, as follows:

SECTION 1. That the aforementioned “Volunteer Program” policy and the same hereby is amended as shown in Exhibit A.

SECTION 2. That this resolution shall be and the same is hereby effective from and after the date of its adoption.

THIS RESOLUTION passed and adopted this 28th day of June, 2016.



VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: Nancy Roy Fiorillo
Nancy Roy Fiorillo, Mayor

Attest:

Lauren M. Craig
Lauren M. Craig, Village Clerk

Approved as to Form:

Michael J. Newman
Michael J. Newman, Village Attorney



**VILLAGE OF PINEHURST
STANDARD PROCEDURE**

SUBJECT:	Volunteer Program	Effective Date:	3/2005
Department:	Administration	Policy No.:	ADM-122
Prepared by:	Lauren Craig	Revised:	6/28/2016
Approved by:	Village Council and Jeff Sanborn, Village Manager	# of Pages:	3

PURPOSE: The purpose of this policy is to:

1. Create a recruitment process for residents who are interested in volunteering their time and talents on committees and/or boards to further the work of the Village of Pinehurst.
2. Develop a training and onboarding plan to equip Village of Pinehurst volunteers with the skills they need to effectively perform their duties.
3. Establish a rewards and recognition program to thank volunteers for their contributions and commitment to the Village of Pinehurst.
4. Establish a term limit policy for certain boards and committees.

POLICY: It is the policy of the Village of Pinehurst to recruit, develop, and recognize volunteers who give of their time and talents to serve on committees and boards. These committees and boards may work on specific short and long term projects, planning, zoning, and appearance issues which can affect the quality of life in the Village today and in the future.

ELIGIBILITY: Residents of the Village of Pinehurst and the extra territorial jurisdiction (ETJ) are encouraged to serve on Village of Pinehurst committees and boards. One year of full-time residency is required before being appointed on a board or committee but can be waived by the Village Council if deemed necessary.

PROCEDURE:

Recruitment Process and Appointment

All residents and ETJ residents interested in volunteering for the Village are required to complete a volunteer application, which can be obtained at Village Hall or on the Village of Pinehurst website.

The Village Clerk shall maintain the volunteer contact list, including term expirations, to prepare for upcoming vacancies on Council-appointed boards and committees.

The Village Manager, staff liaison, and Village Clerk will continuously recruit volunteers using technology (Village website, social media, and e-blasts), announcements in the Village newsletter, and other public venues to inform residents of upcoming volunteer opportunities. All volunteers should complete a volunteer application to be submitted to the Village Clerk.

Council-Appointed Boards/Committees

Once volunteer applications are received for Council-Appointed Boards/Committees, the Clerk will notify the applicable board/committee Chairpersons, staff liaisons, and the Village Manager who may determine to interview the applicant for a current or future vacancy. Upon the recommendation of the Chairperson and Village Manager, a nomination is sent to the Village Council for consideration. The Village Council may invite the applicant to attend a Village Council Meeting where the Council will meet with the candidate and consider the appointment by voting on a resolution either at the same meeting or a future meeting date. At any point in the recruitment process, if the applicant is no longer being considered for appointment, the Village Clerk will notify the applicant and keep their information on file for future opportunities.

Non-Appointed Committees

Once volunteer applications are received for Non-Appointed Committees, the Clerk will notify the applicable board/committee Chairpersons and staff liaisons who may determine to interview the applicant for a current or future vacancy. Upon the recommendation of the Chairperson, the applicant may be approved to volunteer on a non-appointed committee. At any point in the recruitment process, if the applicant is no longer being considered for an opportunity, the Village Clerk will notify the applicant and keep their information on file for future opportunities.

Reappointments

The Clerk is responsible for tracking upcoming vacancies on appointed boards/committees. Before a volunteer term expires, the Clerk should notify the Chairperson and staff liaison. The Clerk should specify when the term expires, if the volunteer is eligible to continue serving in their role (see term limits policy), and should ask if the Chairperson or staff liaison is interested in the volunteer being reappointed. If the reappointment is supported, the Clerk will notify the volunteer and seek their interest to serve for another term. If they agree, the Clerk will send an email notifying the Village Council of the interest for reappointment and support by the Chairperson and staff liaison. If there is no Council objection, the reappointment will be added to an upcoming Consent Agenda of a Village Council Regular Meeting. If the Chairperson or staff liaison does not support the reappointment, the Clerk must notify the Village Council. The

Village Council has the authority to override any appointment decision by a majority vote.

Training and Onboarding Volunteers

Within 30 days of a new volunteer appointment to a committee or board, the Chairperson and staff liaison are responsible for orienting the new volunteer on their duties and responsibilities and ensuring the completion of all items included on the onboarding checklist. Once completed in full, the onboarding checklist is filed and maintained in the Village Clerk's office.

The Village Clerk is responsible for organizing a "Volunteer State of the Village" meeting, an annual training for all volunteers. The purpose of this training is to reinforce the mission, vision, and values of the Village of Pinehurst, communicate Council's strategic direction, educate volunteers on policies, and to provide an opportunity for feedback.

Each committee or board Chairperson and staff liaison are encouraged to identify and schedule other training opportunities for their volunteers, specific to their scope of work and responsibilities.

Reward and Recognition Program

Volunteers for the Village of Pinehurst have been identified as a strategic advantage and a valuable resource for the community. By continuing old traditions and creating new recognition opportunities, the Village will reward and recognize volunteers for their contributions and commitment on an annual basis.

Term Limits

A term limits policy was originally established by Resolution 01-15 for certain volunteer appointments in the Village of Pinehurst. Since then, the organization, structure, membership, and operating procedures have been updated and Council determined to incorporate the term limits policy into the Volunteer Program policy.

The following boards and committees are subject to the term limits policy:

- Beautification Committee
- Board of Adjustment/Planning and Zoning Board
- Community Appearance Commission
- Historic Preservation Commission

The term limits policy states that members may not serve more than six consecutive years on the same board/committee. The individual may not be re-appointed to the same board for a period of one year and must submit a new volunteer application for

consideration. The individual may be considered for an appointment on a different board/committee at any time following their term ending.

These listed boards/committees shall also abide by a Chairperson Term Limit which limits an individual from serving as the Chairperson for a maximum of one term (2-3 years depending on board). After one term, the individual shall vacate the Chairperson seat to allow for others to take the leadership role.

Approved by:



Jeffrey M. Sanborn, Village Manager

6/30/16

Date

Resolution #16-20

Village Council, Resolution

6/28/2016

Date