

20242025

Work Plan for Citizen Involvement Commission
Supporting Diversity

2024-2025 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, Barrie Fest, etc.)	Increase awareness of commission/ <u>committee</u> work and variety of volunteer opportunities	Ongoing	\$2,500.00
	Host at least two events with varying community partners	Increase number of first-time applicants accurately representing the demographics of for our Village by 15%		
	Review recruitment process and volunteer application process and make updates as necessary	With rollout of new village website, provide updates to application process for commissions. To update the process as needed so it stays in alignment with <u>current needs</u>		
	Update marketing materials and look into ways to better utilize social media and other outlets such as local newspaper (e.g. Village Social Media Outlets, Tik Tok, etc.) <u>Look into a new communications strategy to reach areas of the community we feel are missed (e.g., multi-housing units, specific parts of town, non-social media users, etc.)</u>	Build trust amongst sectors of our community who feel less ownership over opportunities to get involved. <u>Increase awareness of commission-committee work and variety of volunteer opportunities to areas that are underrepresented or not represented at all</u>		
	Continue to <u>Review</u> gathered 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. With a periodic review of our demographics, we can address where we are falling short		
	Review prioritization from time of application to CIC interview and placement on Village Board agenda	Process put in place that attempts to align interview schedules, etc. to when commissions/ <u>committees</u> need members		
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	\$0.00
	Maintain a database of commission/ <u>committee</u> members and terms	Provide monthly commission/ <u>committee</u> vacancy reports and c- Chair expiration report <u>to target opportunities to fill current and/or anticipated vacancies, and results of survey data.</u>		

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	Continue a committee liaison process that assigns a liaison to each Commission/commission/Committee/committee , and that connects us with the chair/commission to help in identification of commission needs	<u>Keep the line of communication open between our commission and the various commissions/committees we support</u>		
	Formalize a new <u>Evaluate yearly the</u> onboarding process for commission/ <u>committee</u> members and an exit interview process to gather information which may help commissions in the future.	75% of new commissioners complete the onboarding training. <u>To update the onboarding process as needed</u>		
	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) <u>Analyze quarterly the exit survey questions and results</u>	Increase knowledge, skills, and abilities of commission leadership and commissioners for effective and efficient commissions. <u>To update survey as needed and also to evaluate feedback from exit surveys</u>		
Volunteer Recognition	Host the annual Volunteer Celebration Event	Express appreciation to Village commission/committee volunteers and hope to have <u>with hopes of having</u> representation of all commissions at the event	Summer/Fall-2024 <u>Fall/Winter 2025</u>	\$5,000.00
	Thank you video honoring Village volunteers			
	Thank you cards and a tangible gift to all volunteers <u>signed by Village Board and staff</u>			