

2025 Work Plan for Citizen Involvement  
Commission  
Supporting Diversity

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/committee work and variety of volunteer opportunities	Ongoing	\$2,500.00
	Host two events with varying community partners	Increase number of first-time applicants accurately representing the demographics for our Village by 15%		
	Review recruitment process and volunteer application process and make updates as necessary	To update the process as needed so it stays in align with current needs		
	Look into a new communication 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.)	Increase awareness of commission/committee work and variety of volunteer opportunities to areas that are underrepresented or not represented at all		
	Review gathered demographics of volunteer base	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/committees need new 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/committee members and terms	Provide monthly commission/committee vacancy reports and chair expiration report to target opportunities to fill current and/or anticipated vacancies		

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	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	Keep the line of communication open between our commission and the various commissions/committees we support		
	Evaluate yearly the onboarding process for commission/committee members	To update the onboarding process as needed		
	Analyze quarterly the exit survey questions and results	To update survey as needed and also to evaluate feedback from exit surveys		
Volunteer Recognition	Host the annual volunteer celebration event	Express appreciation to village commission/committee volunteers with hopes of having representation of all commissions at the event	Fall/Winter 2025	\$5,000.00
	Thank you cards and a tangible gift to all volunteers			