

2019
Work Plan for Citizen Involvement Commission
Supporting Diversity

2019 Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Volunteer Recruitment	<p>Volunteer recruitment plan:</p> <ul style="list-style-type: none"> Implement initiative to increase diversity on commissions. Work with community partners to spread awareness of and link volunteer opportunities; OPPL and OPPD. Create new marketing materials to advertise all commissions. Schedule recruitment events in the community. 	<p>Increase diversity on commissions to accurately represent our community.</p> <p>Increase citizen awareness and participation in civic volunteer opportunities.</p> <p>Increase visibility of commission activities.</p>	Ongoing	
Commission Support	<p>Interview and provide recommendations for commission placements to the Mayor and Village Board.</p> <p>Maintain a database of commission members and terms, including diversity data.</p> <p>Implement chair liaison program to provide support to citizen chairs of commissions.</p> <p>Conduct exit interviews of commission members to better understand commission support needs.</p>	<p>Maintain vacancy rate of below 10%.</p> <p>Provide reports to the Village Board on commission vacancies, demographic representation, and chair expiration.</p>	Ongoing	
Volunteer Recognition	<p>Volunteer recognition program:</p> <ul style="list-style-type: none"> Prepare and present certificates of appreciation to exiting volunteers. Plan & host Volunteer Appreciation Night. 	<p>Ensure all current and outgoing volunteers are recognized and appreciated for their service to the community.</p> <p>Increase attendance for Volunteer Appreciation Night from 50 participants to 75 participants.</p>	April	\$2,000

2019
Work Plan for Citizen Involvement Commission
Supporting Diversity

2018 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Volunteer Recruitment	Worked with Communication Department to design materials for spreading awareness and increasing recruitment of volunteers.	<p>Revised and printed new "Get Involved" pamphlet.</p> <p>Created and printed flyers for recruiting members to the Farmers Market Commission.</p> <p>Released new social media ready video promoting volunteering.</p>	Ongoing	\$40
Commission Support	<p>Interview and provide recommendations for commission placements to the Mayor and Village Board.</p> <p>Maintain a database of commission's members and terms.</p>	<p>Recommended for appointment 33 new volunteers for commissions, as of Sept. 4, 2018.</p> <p>Provided monthly commission vacancy and Chair expiration reports.</p>	Monthly	
Volunteer Recognition	Annual Volunteer Appreciation Event	<p>Partnered with the Park District to host the annual event for less than half the cost of 2017.</p> <p>Received glass straw donations from the OPRF Chamber of Commerce for all volunteers at the event.</p> <p>Received coupon books from DTOP for all volunteers at the event.</p>	May	\$990