

2020
Work Plan for Citizen Involvement Commission
Supporting Diversity

2020Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Volunteer Recruitment	Participate in at least two community events a year (e.g. Day in Our Village, Farmers Market, etc.)	Increase awareness of commission work and variety of volunteer opportunities.	Ongoing	\$400
	Host at least one volunteer recruitment event each quarter with varying community partners.	Increase number of first time applicants accurately representing the demographics of our Village by 15%.		
	Identify culturally competent marketing materials. Better utilize social media.	Build trust amongst sectors of our community who feel less ownership over opportunities to get involved.		
	Continue to gather 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.		
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	
	Maintain a database of commission members and terms.	Provide monthly commission vacancy reports, Chair expiration report, and results of survey data.		
	Continue to strengthen Chair liaison program and develop an orientation for new commission members.	Visit each commission at least once and provide support to new commission members.		
	Host quarterly Chair meetings for peer learning and support.	Increase knowledge, skills, and abilities of commission leadership for effective and efficient commissions.		
	Conduct exit interview survey of retiring commission members every December.	Seek to improve volunteer experiences.		
Volunteer Recognition	Host the annual Volunteer Appreciation Event.	Express appreciation to Village Volunteers.	June, 2020	\$2,000
	Thank you video honoring Village Volunteers.			
	Thank you cards signed by Village Board and staff.			

2020
Work Plan for Citizen Involvement Commission
Supporting Diversity

2019 Completed Initiatives

ENABLING LANGUAGE	PROJECT	OUTCOMES	TIMEFRAME	COST (if any)
Volunteer Recruitment	Participated in Day in Our Village to spread awareness of volunteer opportunities.	Increased applicants to serve on commissions.	Ongoing	\$80
	Held volunteer forum in partnership with Oak Park Public Library and Park District volunteers.	Spread awareness of volunteer opportunities and application processes Village wide.		
	Created marketing materials that advertise purpose of commissions.	Increased knowledge of commission mission statements.		
	Conducted commission demographic survey to identify our baseline data for diversity amongst volunteers.	Identified baseline data for diversity amongst volunteers on commissions.		
Commission Support	Interview and provide recommendation for commission placements to the Mayor and Village Board.	Placement of 30 new volunteers and 20 reappointments on commissions, as of November 4, 2019.	Ongoing	
	Maintain a database of commission members and terms.	Provided monthly commission vacancy and Chair expiration reports.		
	Reinstate chair liaison program to provide support to citizen chairs and commissions.	Chair liaisons have visited 10 commission meetings to provide support.		
	Village Clerk holds quarterly Chair meetings for peer learning and support.	Village Clerk has held two Chair meetings on parliamentary procedure, open meetings act, and leadership skills.		
	Conduct exit interview of commission members to better understand commission support needs.	Survey is complete (scheduled for release month of December)		
Volunteer Recognition	Partner with the Park District to host the annual Volunteer Appreciation Event.	55 volunteer commissions participated.	June	\$990