

## **2016-2017 Community Volunteer Service Committee**

Policy: The TRTA Community Volunteer Service Committee shall promote the identification of community needs and develop programs of community volunteer services. The committee shall receive records of hours of volunteer service from district chairmen. The committee shall collaborate with other standing and special committees as appropriate to further the mission of TRTA.

### **Suggested Activities**

#### **The TRTA State Community Volunteer Service Committee Chairman:**

1. Send volunteer requests received by TRTA to the appropriate district community volunteer service committee chairmen to be distributed to their local unit community volunteer service committee chairmen;
2. Assimilate and gather community service material of interest to members and send it to the district community volunteer service committee chairmen;
3. Work with committee members to develop a plan of action;
4. Serve as presenter to train district and local unit counterparts at the TRTA Convention; and
5. Write the annual cumulative report of community volunteer hours reported by members.

#### **The TRTA District Community Volunteer Service Committee Chairmen:**

1. Disseminate information from the state community volunteer service committee to the local unit community volunteer service chairmen;
2. Send community volunteer service opportunities to the local unit community volunteer service chairmen;
3. Encourage local unit community volunteer service chairmen to identify their local community needs and to communicate these needs to their local unit members;
4. Compile community volunteer service hours from each local unit and submit the district report to your designated state community volunteer service committee representative by due date;
5. Serve as presenter of community volunteer service training session at the district spring leadership training conference; and
6. Attend the community volunteer service leadership training session at the TRTA Convention.

#### **The TRTA Local Unit Community Volunteer Service Committee Chairmen:**

1. Disseminate information from the state and district community volunteer service committee chairmen;
2. Identify local community's need for volunteers and communicate these opportunities to members;
1. 3 Recognize volunteer work of significant interest to the membership at each meeting;
3. Coordinate with the public relations chairman in publicizing volunteer activities;
4. Keep accurate records of community volunteer hours;
5. Compile and report volunteer hours and number of participants to the district chairman; and
6. Attend the community volunteer service training session at the district spring leadership training conference and if possible attend the community volunteer service training session at the TRTA Convention.