



COMMUNITY SERVICES COMMITTEE CHARTER

2018 Draft under Review

Purpose: To provide initiatives, guidance, and coordination in areas not under the purview of other committees. It has broad latitude in developing new ventures to address developing needs. It is responsible for the Household Hazardous Waste collection held in Green Valley and the Town of Sahuarita. It developed and oversees the Dispose-a-Med system which provides safe, secure bins for disposal of expired medications during the Household Hazardous Waste collection and at the Pima County Sheriff's Office and Green Valley Fire District Headquarters. The Community Services also assumed responsibility for the Avenue of Flags project that dissolved as a 501(c)(3) in 2013.

Responsibilities

1. Establish annual goals consistent with GV Council's annual goals. Track and report accomplishments annually.
2. Support Council Vision and Mission Statements; uphold Council's Values.
3. Provide written materials electronically to the Executive Committee Liaison for web page, email distribution, flyers, and other marketing materials using Council templates as guidance.
4. Act as Ambassadors for the Council, educating committee members and the community on Council activities.
5. Proactively identify problems and seek solutions to issues affecting the Community. Submit recommendations requiring action to the Executive Committee.

6. Champion the GV Community Plan, documenting Committee activities that further Plan objectives.
7. Develop new projects that help meet Community needs. Determine if such projects are stand-alone projects of short duration or require long-term maintenance and support.
8. Attend the monthly Board of Representatives meetings and present information periodically to both the Executive Committee and the Board of Representatives.
9. Develop and manage the Committee budget; work with the Executive Committee to see if grants, local sponsors, or other sources of revenue are possible for specified projects.
10. Ensure community (residents, property owners, and investors) members are represented and heard.

Reporting Requirements

1. Submit recommendations for action to the Executive Committee for approval.
2. Present Committee Goals for next calendar year and evaluation of the committee's performance in achieving the goals for current year for approval at the February Executive Committee meeting.
3. Submit Minutes and Agendas electronically to the Council's Administrative Secretary as follows:
 - a. Agenda and last months' minutes required one week prior to next meeting.
 - b. Approved and/or corrected minutes no later than 24 hours following the meeting.
4. Budget submissions:
 - a. All annual reports are submitted in time for the November Executive Committee meeting. Submit annual budget spending plan for a line of credit that is determined by the Executive Committee annually.
 - b. If any planned expenditure of an amount over 10% of the annual budget should change, submit to Executive Committee for approval.
5. Monthly summaries of volunteer hours expended to the Council's Administrative Secretary.

Committee Composition

The Chair is responsible for selecting the committee members and should determine the number of members and community representation needed to operate effectively. Total membership shall be not less than three (3) nor more than 15 voting members. Chair may appoint no more than 3 ex-officio members. Committee voting members will include the following:

1. Chair
2. Vice Chair
3. Information Specialist

The Committee may appoint project-specific sub-committees for projects that are labor intensive, require specialized management, or for some reason need separate oversight. There are currently two (2) sub-committees that meet these requirements: the Sub-Committee on Household Hazardous Waste and the Sub-Committee for the Avenue of Flags. These sub-committees will continue to support multi-year project, funded by sponsorships and funds from the GVC-Foundation.

Approved By:

Chair, Community Services Committee

Date

Approved By:

President, Green Valley Council

Date