



# MICHIGAN'S AMERICORPS *LEADERCORPS* BYLAWS 2010-2011

## **Mission:**

*To strengthen the national service movement and the awareness of AmeriCorps in Michigan through effective outreach, community-wide service projects, and civic engagement.*

## **Goals:**

- Provide a forum for AmeriCorps members to network, interact, and learn about other programs in the state.
- Raise awareness of the AmeriCorps identity in Michigan.
- Promote AmeriCorps as a meaningful and inclusive service opportunity for all Americans.
- Promote involvement of programs and members in statewide events, such as the Michigan's AmeriCorps Member Celebration, AmeriCorps Week, the Governor's Service Awards, and the Russ Mawby Signature Service Project.
- Expand leadership and professional development opportunities for AmeriCorps members.
- Encourage continued involvement of AmeriCorps alumni in the national service movement.

## **Membership:**

- The LeaderCorps will consist of Michigan's AmeriCorps members and a minimum of two of the following: AmeriCorps\*National member, AmeriCorps\*VISTA member/leader, or AmeriCorps Alumni.
- Each program is responsible for selecting (by nomination, vote, etc.), one representative for the LeaderCorps on an annual basis.
- Members selected to serve on LeaderCorps must be willing and able to:
  - Serve as ambassadors of Michigan's AmeriCorps.
  - Participate in face-to-face meetings, AmeriCorps statewide events, and conference calls (reliable transportation is required for face-to-face meetings and statewide events).
  - Act as a liaison, as well as a conduit of information between AmeriCorps programs and the Michigan Community Service Commission, sharing updates and information on a regular basis.
  - Follow through on deadlines as established by the LeaderCorps.
  - Maintain communication with other LeaderCorps members outside of scheduled meeting time.
  - Conduct at least two outreach presentations on AmeriCorps and national service (one of the presentations must be to the disability community).
  - Assist with the coordination of AmeriCorps Week activities and events in his/her community.
  - Promote and participate in days of service and national service events such as AmeriCorps Week, National Volunteer Week, Martin Luther King Day, and Make a Difference Day, as well as MCSC sponsored events such as the Governor's Service Awards.

## **Requirements for 2010-2011:**

### *Inclusion Service Project/Activity Requirement*

Each LeaderCorps member will be responsible for coordinating at least one inclusion service project or activity for his/her program (funds may be available through the MCSC Inclusion mini-grants).

Projects and/or events must help meet at least two of the following inclusion goals:

- Promote national service as an opportunity and a bridge to skill building, career development, and community inclusion.
- Support full participation of people with disabilities in national service program activities.
- Develop ongoing state and local level relationships between stakeholders in the disability and service communities that promote the involvement of people with disabilities in national service programs.

LeaderCorps members located in the same region are strongly encouraged to work together. All representatives should complete a one-page summary of their service project/event, which must be submitted to the MCSC by July 29, 2011.

#### *Two Outreach Presentations*

Each LeaderCorps member will be responsible for conducting two community outreach presentations in his/her community. Presentations will be made to increase community awareness of the local AmeriCorps program, its impact and service opportunities, as well as information about other national service programs. The MCSC will work with representatives to identify appropriate organizations and groups for which to present. A general presentation format and training will be provided at the January retreat. Each representative will be responsible for scheduling, planning, and carrying out the presentations, in addition to submitting an outreach presentation report. All report forms must be completed and submitted to the MCSC by July 29, 2011.

#### *Great Stories/Newsletter Article Submissions*

Each LeaderCorps member is expected to collect and submit at least three articles about his/her program to be featured in the Michigan's AmeriCorps newsletters (one article per newsletter). These articles may promote the program as an opportunity for others to serve their community or highlight a special event or accomplishment of the program.

#### *Serving as a Liaison*

Each LeaderCorps member must be active in representing his/her program during LeaderCorps meetings, and in return, communicate information at each of his/her regular program meetings. *LeaderCorps members must copy program directors and site supervisors on communications regarding LeaderCorps conference calls, meetings, and other events that will require time away from day-to-day program activities.* A summary of key points will be provided for LeaderCorps representatives to share at upcoming program meetings.

#### **Unofficial Representatives:**

No program should have more than one representative on LeaderCorps, with the exception of a member serving on the Executive Leadership Team. *If a program does not have a member representative designated and in attendance by the January retreat, the program will forgo representation on LeaderCorps during that given year.*

#### **Attendance:**

LeaderCorps members are expected to attend each meeting. If a compelling circumstance arises, it is the responsibility of the member to inform the MCSC liaison of his/her absence. It is the member's responsibility to contact both the MCSC liaison and their Leadership Team chair to get an update on the meeting.

If a LeaderCorps member has two unexcused absences from meetings/conference calls, he/she is no longer eligible to participate in LeaderCorps. For the remainder of the year, that member's AmeriCorps program will forgo LeaderCorps representation.

### **Support Services/Advisement:**

The MCSC will provide a staff liaison (Megan Sargent, Training and Inclusion Coordinator) to be an acting advisor and support LeaderCorps endeavors and activities. All outgoing communications, financial and supply requests, and meeting/event scheduling must be directed through the liaison.

Responsibilities include, but are not limited to:

- Securing meeting times and places
- Coordinating training and member development opportunities
- Distribution of minutes, memos, agendas, and newsletters
- Assisting Leadership Teams with project planning and implementation
- Updating guidelines and member rosters
- Promoting and recognizing the LeaderCorps' accomplishments

### **Leadership Teams:**

All representatives will serve on one Leadership Team, which will be determined at the first meeting of the year. Leadership Teams will include, but are not limited to, those listed below:

#### ***1. Outreach Team***

This Leadership Team will assist with the overall promotion of national service in Michigan, as well as provide support for LeaderCorps members in meeting the community outreach presentation requirements. Goals for this team include:

- Review/revise a standard PowerPoint that can be used in outreach presentations across the state. The finished product will be posted on OnCorps and available to all members.
- Oversee the production, development, and distribution of at least three Michigan's AmeriCorps newsletters.
- Gather outreach opportunities across the state (i.e., career fairs, public events, etc.) and communicate them to LeaderCorps members.
- Manage the nomination process for the Alumni, Site Supervisor, and Member of the Month Spotlights on the MCSC website.
- Provide assistance to all LeaderCorps members to ensure they are on track with completing their two outreach presentations.

#### ***2. Alumni and Citizenship Engagement (ACE) Team***

This Leadership Team will focus on engaging AmeriCorps members and Alums in a "lifetime of service." Goals for this team include:

- Utilize technology and the web to promote Michigan's AmeriCorps through appropriate social media outlets (i.e., Facebook, Member LeaderCorps blog, etc.) with the goal of increasing the number of Michigan's AmeriCorps Facebook fans by 500.
- Promote and support the involvement of Michigan's AmeriCorps Alums by connecting alumni with opportunities to remain involved with service and volunteerism.
- Compile a list of recommended citizenship training resources that will affect meaningful change and help foster positive attitudes regarding the value of lifelong citizenship.
- Using the focus areas outlined in the CNCS strategic plan, create a list of ideas for how members can use service as a strategy to meet community needs.

#### ***3. Diversity/Inclusion Team***

This Leadership Team will focus on developing strategies to inform, promote, and involve people from all backgrounds and abilities in national service. Goals for this team include:

- Create a list of sample inclusion mini-grant ideas to share with LeaderCorps members and programs, as well as a list of potential partners in the disability community.
- Disseminate national service program information through networks of people with disabilities, including non-traditional networks of people with disabilities such as AARP, adult and developmental education students, and CNCS priority populations (i.e., baby boomers, veterans, etc.)
- Provide assistance to all LeaderCorps members to ensure they are on track with completing their inclusion service project requirement.
- Work with MCSC Communications staff to design a Michigan's AmeriCorps publication that reflects the MCSC's commitment to diversity and inclusion to be released during AmeriCorps Week.

*\*In addition to serving on a Leadership Team, all LeaderCorps members will assist with the coordination and facilitation of the training and teambuilding activities for the 2011 Russ Mawby Signature Service Project.*

#### **4. Executive Team (for 2<sup>nd</sup> year LeaderCorps members only)**

This team consists of second-year LeaderCorps members who will serve as the Chairpersons for the Leadership Teams. *Serving on this team may require an additional time commitment.* The chairperson will coordinate Leadership Team activities and ensure communication among members. There will be one MCSC staff member to assist with meeting facilitation.

Responsibilities for the Executive Team include the following:

- Review Leadership Team goals and determine a timeline to meet these goals.
- Communicate the goals and objectives of the Leadership Team with other LeaderCorps members.
- Facilitate Leadership Team meetings and conference calls, including icebreakers and teambuilding activities, meeting content, and a meeting summary.
- Ensure that LeaderCorps members are informed of LeaderCorps plans and decisions.
- Communicate with the MCSC liaison regarding the LeaderCorps needs, structure, and communications.

#### **Service Hours:**

All LeaderCorps members will receive training hours for the time they spend in member training and in meetings. Travel time will be granted in accordance with each program's normal policy. Members may receive up to 10 hours per month for their Leadership Team responsibilities outside of general meetings.