MICHIGAN'S AMERICORPS MEMBER COUNCIL BYLAWS 2009-2010

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.
- Serve as a liaison and conduit of information between the Michigan Community Service Commission (MCSC), the representative's program, and its members.
- 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 Council will consist of Michigan's AmeriCorps members and a minimum of two of the following: AmeriCorps National Direct member, AmeriCorps*VISTA member, AmeriCorps*VISTA Leader, or AmeriCorps Alumni/a.
- Each program or site is responsible for selecting (by nomination, vote, etc.), one representative for the Council on an annual basis.
- Members selected to serve on the Council 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 Council.
  - Maintain communication with other Council representatives 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 2009-2010:

Service Project/Event Requirement
Each representative will be responsible for coordinating at least one service project or event for his/her program. This may include projects and events for AmeriCorps Week, days of service (i.e., MLK Day), or other program-specific activities. Council members located in the same region are 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 30, 2010.

Two Outreach Presentations
Each representative 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. ***One of these presentations must be to the disability community.*** 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 30, 2010.

Great Stories
Each representative is expected to collect and submit at least three *Great Stories* that will highlight a special event or accomplishment of his/her program. The *Great Stories* must also contain language that describes Michigan's AmeriCorps and promotes the member's program as an opportunity for others to serve their community.

Serving as a Liaison
Each representative must be active in representing his/her program during Council meetings, and in return, communicate information at each of his/her regular program meetings. *Council members must copy program directors on communications regarding Member Council 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 Council representatives to share at upcoming program meetings.

Unofficial Representatives:

No program should have more than one representative on the Member Council, 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 the Council during that given year.*

Attendance:

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

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

Support Services/Advisement:

The MCSC will provide a staff liaison (Megan Sargent, Training and Inclusion Coordinator) to be an acting advisor and support the endeavors and activities of the Council. 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 Council's 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 the Council in meeting the community outreach presentation requirements. Goals for this team include:
   - Revise a standard PowerPoint that can be used in outreach presentations across the state.
   - Oversee the production, development, and distribution of at least three Michigan's AmeriCorps newsletters.
   - Work with MCSC Communications staff to design a "Great Stories" book to be published and released during AmeriCorps Week
   - Gather outreach opportunities across the state (i.e., career fairs, public events, etc.) and communicate them to the Council and the MCSC liaison.
   - Develop strategies to inform, promote, and involve the disability community in AmeriCorps service.
   - Provide assistance to all Council 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, including Facebook and the Member Council blog.
   - Promote and support chapter development of Michigan's AmeriCorps Alums by connecting alumni with opportunities to remain involved with service and volunteerism.
   - Manage the nomination process for the Alumni and Site Supervisor Spotlights on the MCSC website.
   - Compile a list of recommended citizenship training resources that will help foster positive attitudes within members regarding the value of lifelong citizenship and service for the common good.
   - Inform the Council about opportunities for members to be civically engaged (specifically, to discuss and explore their community and the people, processes, and institutions that are most effective in improving community conditions).

*In addition to serving on a Leadership Team, all Council members will assist with the

coordination and facilitation of the training and teambuilding activities for the 2010 Russ Mawby Signature Service Project.

3. ***Executive Team (for 2nd year Council members only)***
   This team consists of second-year Council 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 Council members.
   - Facilitate Leadership Team meetings and conference calls, including icebreakers and teambuilding activities, meeting content, and a meeting summary.
   - Ensure that Council members are informed of Council plans and decisions.
   - Communicate with the MCSC liaison regarding the needs, structure, and communications of the Council.

Service Hours:

All Council 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.