

VERNON VOLUNTEERS' COLLABORATIVE STRUCTURAL GUIDELINES

Our Vision: Vernon will be a desirable town in which to live and work, protective of our natural resources, with a sense of pride in our rich history and community character.

Our Mission: To unite the independent, volunteer, non governmental organizations in Vernon whose missions are to preserve and share the quality and character of Vernon. Together we address problems and share resources in support of each group's mission that are difficult to achieve alone.

STEERING COMMITTEE

1. Duties and Responsibilities

- a. To keep the Vernon Volunteers' Collaborative (VVC) on course with its Vision and Mission. The Steering Committee is responsible for recommending overall policy and direction of the organization.
- b. The Steering Committee is responsible for recommending staffing of Administration Roles and has the authority to replace the Facilitator with Participants' consent.

2. Members of the Steering Committee

- a. To become a member of the Steering Committee a Participant will have demonstrated their commitment to VVC by their participation in meetings and in VVC sponsored events and/or community activities. At the present time, the Steering Committee includes: Ann Letendre, Nancy Strong, Karl Hazel and Jon Roe.

ADMINISTRATION

1. Administrative Roles

- a. As VVC evolves, it may be necessary to follow some traditional organizational structure for administering day-to-day operation. Currently Jon Roe serves as Facilitator and Secretary.

PARTICIPATION

1. Potential Participants

- a. As VVC has no formal membership those organizations that are part of VVC are called Participating Organizations or Participants.
- b. The Mission of Participating Organizations must include one or more of the following:
 - Preservation or beautification of Vernon's open space, parks and environment.
 - Preserving and sharing Vernon's history and historic properties.
 - Encouraging appreciation of and participation in the arts.

- c. Organizations that do not include one of these Missions are welcome to attend VVC meetings as Supporters, but will not be included on our website or take part as an organization in our activities.
- d. The Steering Committee, with the advice of Participants, will determine if an organization is appropriate for VVC.

2. Responsibilities of Participants

- a. To maintain status as a Participating Organization the organization must have a representative attend at least two monthly meetings per year.
- b. Participants are expected to take part in meetings and/or online dialog.
- c. Representatives are expected to brief their boards on VVC activities and relate ideas and concerns back to VVC.
- d. Organizations are encouraged to look for opportunities to support other VVC organizations or for joint projects.

3. Supporters

- a. Supporters are individuals or organizations who believe in the mission of VVC, may attend monthly meetings and may participate in events from time-to-time. VVC appreciates their contributions and wants to include them in our community.

MEETINGS

1. VVC Meetings

- a. VVC will meet on the second Monday of each month from 9 a.m. – 11 a.m.;
- b. Location will be the R House Restaurant.
- c. Meetings are open to all current Participants, guests and others individuals and organizations supporting the Mission of VVC.
- d. Matters are decided by consensus of Participants present at the meeting;
- e. Policy or operational matters will be referred to the Steering Committee.

2. Steering Committee Meetings

- a. The Steering Committee generally will meet the week before monthly VVC meetings to discuss overall policy and direction and plan the upcoming monthly meeting;
- b. These meetings are open to Participants, but as meeting dates are not posted let one of the committee members know of your interest.

3. Annual Review Meeting

- a. To be held yearly in December as part of the general meeting.
- b. The purpose of this review is to give members the opportunity to reflect on what is and is not working in support of their organizations and what changes may be needed to these Structural Guidelines.
- c. Projects and Priorities will also be established for the coming year.