

SALT LAKE COUNTY
COUNTYWIDE POLICY
on
VOLUNTEER SERVICES
VOLUNTEER SERVICES ADVISORY BOARD

Purpose -

It is the purpose of Salt Lake County to provide for the systematic management and encouragement of volunteer services and programs within Salt Lake County. The County recognizes that volunteers are essential to the productivity, efficiency and cost effectiveness of government operations. Effective management of volunteer programs is, therefore, a matter of significant importance.

Authority -

Volunteer Services Advisory Board (VSAB) is created pursuant to Section 2.39.010, et seq., Salt Lake County Code of Ordinances, 1986. The composition, duties and responsibilities of the VSAB shall be as set out in this policy.

1.0 Policy

- 1.1 The VSAB is responsible for the development, maintenance and promulgation of countywide policies and procedures dealing with volunteer programs and services. Such policies and procedures shall be subject to the approval of the County Council
- 1.2 The VSAB is responsible for the facilitation, coordination and encouragement of countywide volunteer programs and services and shall make an annual written report, regarding such services and activities, to the Mayor.
- 1.3 Divisions, Departments and Elected Officials are responsible for the oversight and management of their own program in compliance with this policy and the county ordinance.

2.0 Duties

It shall be the duty and responsibility of the VSAB to:

- 2.1 advocate and recognize volunteerism in the County;
- 2.2 coordinate and participate in recruitment of volunteers;
- 2.3 support the adoption of uniform policies and procedures which are subject to the approval of the County Council regarding the operations of volunteer programs;
- 2.4 identify special projects for the use of volunteer services;
- 2.5 provide technical assistance to county volunteer programs and coordinators;

- 2.6 encourage compliance with county standards, policies and procedures regarding volunteer programs;
- 2.7 evaluate volunteer resources;
- 2.8 provide other services regarding volunteer programs as may be directed by the Mayor.

3.0 Members, Terms and Activities

- 3.1 The VSAB shall consist of members chosen from among county officers who are experienced in and advocates of volunteer services and programs.
 - 3.1.2 A minimum of seven members, as appointed by the Mayor, shall be chosen and should represent some of, but not be limited to, the following areas:
 - a. legal,
 - b. personnel,
 - c. volunteer program management,
 - d. public safety,
 - e. employee organizations,
 - f. health and human services,
 - g. administration,
 - h. public works,
- 3.2 The VSAB Chair and Chair-elect shall be elected by members for a one-year term.
 - 3.2.1 The Chair shall appoint a nominating committee to induct new members.
 - 3.2.2 Other ongoing or temporary officers or subcommittees shall be created and the members thereof selected by the VSAB, as determined necessary by the members.
- 3.3 The VSAB shall meet on a regular basis, but at least once per quarter, and as determined by the members.
 - 3.3.1 The VSAB shall schedule meetings for the forthcoming calendar year each December and shall publish an annual schedule of meetings.
 - 3.3.2 The Chair may cancel scheduled meetings or convene additional meetings as determined necessary.
 - 3.3.3 Meetings of the VSAB shall be considered open meetings.
- 3.4 Staff assistance shall be provided by the Office of Volunteer Program Services, Community Resources & Development Division and legal counsel provided, as necessary, by the Attorney's Office.

APPROVED and PASSED this 18 day of April, 2006.

SALT LAKE COUNTY COUNCIL

Cortlund Ashton, Chair

ATTEST:

Sherrie Swensen, County Clerk

APPROVED AS TO FORM

District Attorney=s Office

Date