



# Volunteer Florida's *LEADERCORPS Initiative*



## **Mission:**

*To strengthen national service and the awareness of AmeriCorps in Florida through service projects, community dialogue and civic engagement.*

## **Goals:**

- LeaderCorps members are required to jointly execute regional or local service projects to include other AmeriCorps programs, national service partners and local businesses. Selected programs will be provided with mini-grants to assist in the execution of this project.
- Provide a forum for AmeriCorps members to network, interact, and learn about other programs within the state.
- Increase awareness of the AmeriCorps identity in Florida.
- Promote AmeriCorps as a meaningful and inclusive service opportunity for all Americans.
- Promote involvement of programs and members in statewide events, such as AmeriCorps Member Celebrations, AmeriCorps Week, regional service projects and national service days.
- Expand leadership and professional development opportunities for AmeriCorps members.
- Encourage continued involvement of AmeriCorps alumni in the national service movement.

## **Membership:**

- LeaderCorps will consist of Florida's currently serving AmeriCorps members who are in good standing. In future years optional members *may* include one of the following: AmeriCorps\*National member, AmeriCorps\*VISTA member/leader, or an AmeriCorps Alum.
- Each AmeriCorps program is responsible for selecting (by nomination, vote, etc.), a minimum of one representative for the LeaderCorps on an annual basis.
- Selected members must be willing and able to:
  - **Agree to serve for a second year (pending program funding).**
  - **Serve as ambassadors of Florida's AmeriCorps programs.**
  - **Participate in face-to-face meetings, webinars, 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 Volunteer Florida, 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 times.**
  - **Conduct at least two outreach presentations on AmeriCorps, Civic Reflection and national service annually.**
  - **Assist with the coordination of AmeriCorps Week and other CNCS and Volunteer Florida initiatives.**
  - **Coordinate service project activities and events in his/her community and/or region.**
  - **Promote and participate in national days of service events such as Martin Luther King Jr. Day of Service, Make A Difference Day, or September 11<sup>th</sup>.**

## **Requirements:**

### ***Service Projects around National Days of Service***

Each LeaderCorps member may be responsible for coordinating at least one service project or activity for his/her program in conjunction with at least one of the National Days of Service (MLK Day, Global Youth Service Day, 9/11 Day of Service and Remembrance, Make a Difference Day). Projects and/or events must help meet at least one of the following goals:

- Promote national service as an opportunity and a bridge to skill building, career development and community inclusion.
- Develop ongoing state and local level relationships among nonprofit organizations, schools, and/or businesses.

LeaderCorps members located in the same region are strongly encouraged to work together. All representatives are required to complete a Project Plan (template will be provided), which must be submitted to Paula DeBoles-Johnson, LeaderCorps Manager by the deadline indicated.

### ***Two Outreach Presentations***

Each LeaderCorps member will be responsible for conducting two community outreach presentations in his/her community. ***One of these presentations must be to the disability 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. Volunteer Florida 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 November LeaderCorps meeting. 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 LeaderCorps Manager by the deadline indicated.

### ***Great Stories / Alum Spotlight Submissions***

Each LeaderCorps member is expected to submit at least one Great Stories about his/her program and/or one Alum Spotlight. The Great Stories should promote the program as an opportunity for others to serve their community or highlight a special program event or accomplishment. The Alum Spotlight should highlight an individual whose service impacted their life and/or career choice.

### ***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 his/her program meetings.

## **Attendance:**

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

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

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

Volunteer Florida will provide a LeaderCorps Manager (Paula DeBoles-Johnson, AmeriCorps Program Manager) 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 for annual LeaderCorps training
- Coordinating training and member development opportunities
- Distribution of meeting memos, agendas, and summaries
- Assisting Leadership teams with project planning and implementation
- Updating guidelines and member rosters
- Promoting and recognizing LeaderCorps accomplishments

### **Leadership Teams:**

All representatives will serve on Leadership Teams, which will be determined at the first meeting of the year. Examples of Leadership Team activities may include: Communications, Planning and Celebration. Within these teams members will:

- Communicate professional development opportunities and help develop strategies to create a positive member experience.
- Help engage AmeriCorps alums and support their continued involvement by connecting them with opportunities to remain involved with service and volunteerism through local projects and events, AmeriCorps Alums chapters, and the AmeriCorps Alums LinkedIn group.
- Promote national days of service and provide guidance on volunteer recruitment strategies.
- Manage the monthly nomination process for the Alum and Site Supervisor Spotlights on the Volunteer Florida website.
- Utilize technology and the web to promote Florida's AmeriCorps through appropriate social media outlets (i.e., Facebook, Twitter, LinkedIn, etc.).
- Provide assistance to all LeaderCorps members to ensure that they are on track with completing their two outreach presentations.
- Oversee the production, development, and distribution of a Florida's AmeriCorps newsletters or other promotional publications.
- Create an informational resource on how to effectively utilize the Eli Segal Education Award and how to find schools that offer incentives for AmeriCorps alums.

### **Service Hours:**

All LeaderCorps members will receive service hours for the time spent in member training, project planning and on required conference calls. Travel time will be granted in accordance with each program's normal travel policy. Members may receive up to 10 hours per month for their Leadership Team responsibilities outside of general LeaderCorps meetings/conference calls.

### **Contact Information:**

For additional information regarding LeaderCorps, please visit our website at: [www.volunteerflorida.org](http://www.volunteerflorida.org) or contact Paula DeBoles-Johnson, LeaderCorps Manager by email at: [LeaderCorps@volunteerflorida.org](mailto:LeaderCorps@volunteerflorida.org) or by phone at 850.414.7400 ext. 111.