



Mayor's 2018 Volunteers in Paradise (VIP) Strategy

Goal: Establish the best possible volunteer organization to represent the interests of Paradise Valley residents.

Objective 1: Align volunteer organization to the needs of the town

Annual review of committee activities. This is currently being done throughout the year as special presentations to the Town Council during regular business meetings.

As-needed Town Council study sessions to evaluate committee purpose and need. If there is any concern about committee relevance or performance, Town Council to have study session to discuss.

Objective 2: Attract the best and brightest Paradise Valley residents to apply for volunteer positions

Increase visibility of, and recognition of, our volunteer groups. Seek opportunities to increase visibility of committee activities via available media channels and recognize committee achievements at regular business meetings. Recommend continuing volunteer service award program (5-year increments) and annual volunteer/staff appreciation holiday party.

Release quarterly "save the date" notices of volunteer sign-up and selection process. Maintain consistent time of the year for volunteer recruitment and selection. Publish this timeline at least quarterly in available media outlets.

Objective 3: Identify ways to improve existing volunteer resources

Town Council review of requests for reappointment. It is standard practice for the Town Clerk to contact committee members whose terms are expiring and ask them to submit a letter of interest in being reappointed. Typically these letters of interest are sent to, and reviewed by, the Mayor prior to the advertisement of upcoming committee vacancies. The recommendation is that those letters continue to be addressed to the Mayor, but are provided to the entire Town Council for consideration prior to the announcement of committee vacancies along with committee attendance records, and any other information that might assist the Town Council with its decision making process. Town Council to determine at an advertised study session meeting on the topic whether or not to grant reappointments and which committee vacancies are then to be advertised for.

Town Council study session with committee chairpersons and council liaisons (as requested - optional) to determine gaps or special needs of committees. The Town Council may wish to invite the committee chairperson, or other committee member, to a Town Council study session to help identify gaps or special needs of committees. This is currently being done with some committees at the time of candidate evaluation, but the recommendation is to move this up earlier in the process (pre-recruitment phase) to identify gaps and special needs that may need to be included in postings and/or to discuss performance of volunteers seeking reappointment.

Objective 4: Make information available online to prospective applicants

Update online resources. Update committee pages on web, update volunteer page – include list of vacancies, and create / update online application form.

Post annual committee presentations on website. Ongoing annual committee presentations are posted on the committee website, and the volunteer application should include a checkbox indicating that the applicant has viewed the applicable committee presentation to learn about the function of the committee before applying for that committee.

Maintain Online Application Process. An online committee application will continue to be made available to those residents interested in volunteering. The application will be short and concise and ask the applicant to include a cover letter and brief resume.

Objective 5: Implement a transparent, council-led volunteer placement process

Town Council to interview candidates for vacancies on all committees in an open study session environment. Mayor, Vice Mayor, Town Manager and Town Clerk to develop overall recruitment and appointment schedule for the upcoming year. For this year, the Town Council to interview candidates IAW attached 2018 schedule.

Implement numeric ranking system for candidates. Candidates receiving best numeric ranking will be proposed as the Mayor and Town Council's Nomination. All committee nominations and reappointments will be listed on a proposed volunteer committee slate for Town Council approval at a regular business meeting. The Town Council may vote to approve the entire slate, or portions thereof. In the event that the Town Council does not approve the entire committee nomination or reappointment or portions thereof, the remaining committee vacancies will be scheduled for discussion at the next Town Council Study session. Applications will be kept on file for those not selected to their preferred committee for a period of one calendar year.

Mid-term vacancies automatically offered to candidate receiving next highest rating during interviews. If applicable candidate was offered another committee assignment, offer first-choice position and backfill other committee IAW this plan. If second highest ranking candidate declines, bring to Town Council for discussion.

Objective 6: Provide orientation training to new volunteers

Develop committee-specific training package for all volunteer committees.

New volunteers to attend committee specific training within first 30 days of being appointed to position.

Objective 7: Town Council review of volunteer recruitment process

Conduct post-recruitment after-action study session. Town Council to hold study session to evaluate that year's process and identify any areas of improvement for next year.

2018 COMMITTEE, COMMISSION, & BOARD APPOINTMENT TIMELINE

	<p><u>December 4 (2017)</u> Generate list of expiring terms and vacancies</p>	<p><u>December 5 (2017)</u> Contact members whose terms are expiring and ask them to submit a letter of interest in being reappointed</p>	<p><u>January 3</u></p> <ul style="list-style-type: none"> • Update committee pages on web • Create / Update online application form • Town Council to receive letters of interest
<p><u>First Week of January (Odd Years Only)</u> Town Council Goal Setting retreat</p>	<p><u>January 9 – Special Meeting</u></p> <ul style="list-style-type: none"> • Mayor presents proposed 2018 VIP Strategy and timeline • Town Council to determine committee reappointments and vacancies 	<p><u>January 10</u></p> <ul style="list-style-type: none"> • Create / Update online application form • Invite applications for vacancies via: <ul style="list-style-type: none"> ○ Website ○ Social Media ○ Email Contact lists ○ Press release 	<p><u>January 17 & January 24</u> Notice in the PV Independent</p>
<p><u>February 8</u></p> <ul style="list-style-type: none"> • Application Deadline 	<p><u>February 12-14</u></p> <ul style="list-style-type: none"> • Staff vets applications to verify qualifications • Schedule interviews <ul style="list-style-type: none"> ○ Inform applicants about process and timeline 	<p><u>February 16</u></p> <ul style="list-style-type: none"> • Send all application materials to Council categorized by committee • Send relevant applications to committee chairs 	<p><u>February 22</u></p> <ul style="list-style-type: none"> • Council Interviews in Study Session • Invite committee chairs to attend • (Applicants for multiple committees interviewed once)
<p><u>March 8</u></p> <ul style="list-style-type: none"> • Council Interviews in Study Session • Invite committee chairs to attend • Mayor & Council discuss and rank applicants 	<p><u>March 22</u> Mayor and Council make appointments – Action Item</p>	<p><u>March 23</u> Generate appointment letters and regret letters for the mayor’s signature</p>	<p><u>March 26-30</u> Staff liaisons to committees will contact the newly appointed members to provide initial information and schedule training</p>
<p><u>April 1</u> Term of office begins</p>	<p><u>April 2</u></p> <ul style="list-style-type: none"> • Update committee information on: <ul style="list-style-type: none"> ○ Website ○ Granicus ○ Organizational Directory • Create new email addresses for PC 	<p><u>April</u> Training</p>	<p><u>April 12</u></p> <ul style="list-style-type: none"> • After-action review and discussion of process • Council determination on what code or policy changes to make accordingly.