

SALT LAKE COUNTY
COUNTYWIDE POLICY
on
~~VOLUNTEER SERIES SERVICES~~
~~VOLUNTEER PROGRAM COUNCIL~~
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

The ~~Volunteer Programs Council (VPC)~~ 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 ~~Council~~ VSAB shall be as set out in this policy.

1.0 Policy

- 1.1 The ~~VPC 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 ~~VPC~~ VSAB is responsible for the ~~oversight and management~~ facilitation, coordination and encouragement of countywide volunteer programs and services and shall make an semi-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 ~~VPC~~ VSAB to:

- 2.1 advocate and recognize volunteerism in the County;
- 2.2 coordinate and participate in recruitment of volunteers;
- 2.3 support ~~develop~~ the adoption of uniform policies and procedures which are subject to the approval of the County Council regarding the operations of volunteer programs;

- 3.32 The ~~VPC~~ VSAB Chair and ~~vice chair~~ Chair-elect shall be elected by ~~council~~ members for a ~~two~~ one-year term.
- 3.32.1 The Chair shall appoint a nominating committee to induct new members.
- 3.32.2 Other ongoing or temporary officers or subcommittees shall be created and the members thereof selected by the ~~VPC~~ VSAB, as determined necessary by ~~that Council~~ the members.
- 3.43 The ~~VPC~~ VSAB shall meet on a regular basis, but at least once per quarter, and as determined by ~~Council~~ the members.
- 3.43.1 The ~~Council~~ VSAB shall schedule meetings for the forthcoming calendar year each December and shall publish an annual schedule of meetings.
- 3.43.2 The ~~Council~~ Chair may cancel scheduled meetings or convene additional meetings as determined necessary.
- 3.43.3 Meetings of the ~~VPC~~ VSAB shall be considered open meetings, ~~subject to the provisions of the Utah Open Meetings Act.~~
- 3.54 Staff assistance shall be provided by the Office of Volunteers Program Services, Economic Development & Community Resources & Development Division and legal counsel provided, as necessary, by the County Attorney's Office.

APPROVED and PASSED this _____ day of _____, 2006.

SALT LAKE COUNTY COUNCIL

Cortlund Ashton, Chair

ATTEST:

Sherrie Swensen, County Clerk

APPROVED AS TO FORM

District Attorney's Office

Date