

SALT LAKE COUNTY  
COUNTY-WIDE POLICY  
ON  
VOLUNTEER SERVICES  
ADVISORY BOARDS

**Purpose -**

The appointment of employees, representatives, members of board and commissions, and other appointments within the responsibility of the County, as provided by county ordinance and state statute, shall rest with the County executive. Unless otherwise provided by the county ordinance and state statute, the Mayor's appointments shall be subject to the advice and consent of the County Council for the appointments of members to policy-making boards, commissions and councils. The appointment of employees and officers within the executive branch shall be without the advice and consent of the County Council, except where otherwise provided by the county ordinance and state statute. The appointment of employees and officers to positions within the legislative branch shall be made by the County Council alone.

**1.0 Policy**

- 1.1 The creation, activities and powers of statutory volunteer boards shall be consistent in all respects with the provisions of federal and state law.
- 1.2 Statutory boards are encouraged to provide volunteer information to the Office of Volunteer Program Services, as provided in policies and procedures and may request, as they determine appropriate, assistance from the Office of Volunteer Program Services.
- 1.3 Where applicable, volunteer boards shall have written operating procedures, mission statements, and/or by-laws as may be required by statute. In the absence of a statute, a written mission statement should be provided for all volunteer boards.
- 1.4 The records of and reports on volunteer activities conducted by the volunteer boards shall be maintained by the Office of Volunteer Program Services. For boards which have mission statements, and by-laws, copies shall be sent to the Mayor's Office and the Office of Volunteer Program Services.
- 1.5 All volunteer board members who serve at the request of the Mayor are considered volunteers of the division, department or elected office to which they are attached. Primary services and support for such boards shall be provided by that division, department or office.
- 1.6 County employees who serve as liaison staff to a volunteer board are responsible for keeping on file the completed Salt Lake County volunteer application, contract, resume, and notarized Salt Lake County Conflict of Interest form for each board member. Board staff is to track the number of hours volunteered by the board members and submit that information annually quarterly to the Office of Volunteer Program Services

**2.0 Procedure**

- 2.1 The County has given the responsibility of recruitment to the applicable county organization or board.
- 2.2 The Office of Volunteer Program Services, in cooperation with the Mayor's Office, will jointly monitor the impending end of volunteer board members' terms.
  - 2.2.1 The Office of Volunteers Program Services may also provide assistance in the recognition of outgoing volunteer board members, as requested.
  - 2.2.2 Elected office, Department and Division staff liaison to volunteer boards, shall notify the Mayor's Office and Office of Volunteer Program Services in writing when a member terminates prior to the end of a scheduled term of office.
  - 2.2.3 Statutorily-created volunteer boards shall follow the appropriate statutory provisions regarding termination and appointment.
- 2.3 The Office of Volunteer Program Services will assist in the training and recognition of county staff and volunteer board members as requested.
  - 2.3.1 The Office of Volunteer Program Services will offer training regarding volunteer board activities to all county staff and volunteer board members as requested.

**3.0 Board Members- Statutory Protection & Responsibilities**

- 3.1 Volunteer board members are subject to state statutory provisions regarding conflicts of interests and disclosure statements.
- 3.2 Further, volunteer board members are protected by the provisions of the Governmental Immunity Act.
- 3.3 Volunteer boards are also covered by the requirements of the Utah Open Meetings Act and the Government Records Access Management Act (GRAMA).
- 3.4 The Office of Volunteer Program Services shall provide, as requested, assistance, training and information regarding statutory duties and responsibilities to volunteer boards.
- 3.5 Unless otherwise provided by statute, volunteer boards are subject to the provisions of Salt Lake County Volunteer Policy and Procedure #4002, regarding approval of the volunteer program plan, as it relates to the activities of the volunteer board.

4004

APPROVED and PASSED this 29<sup>th</sup> day of August, 2006.

SALT LAKE COUNTY COUNCIL

Cortlund Ashton  
Cortlund Ashton, Chair

ATTEST:

Sherrie Swensen  
Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

Gavin Anderson 6 Aug 2006  
District Attorney's Office Date