



2019-2020 Ohio AmeriCorps LeaderCorps Member Description

Mission

To strengthen the national service movement and promote awareness of AmeriCorps across Ohio through outreach, regional collaboration, and member engagement.

Purpose

Ohio LeaderCorps provides a statewide network in which Ohio's AmeriCorps members share ideas, experiences, and a spirit of service while taking a leadership position in their AmeriCorps program. Each LeaderCorps representative plays a significant role in making AmeriCorps a household name by giving outreach presentations, assist with organizing at least one local service project. Representatives also have the chance to network with one another, build a forum for Corps member exchange, and develop relationships with other programs throughout the state.

Goals

- Provide a forum for AmeriCorps members to network, interact, and learn about other programs in the state.
- Raise awareness of the AmeriCorps identity in Ohio.
- Promote AmeriCorps as a meaningful and inclusive service opportunity for all Americans.
- Expand leadership and professional development opportunities for AmeriCorps members.
- Encourage continued involvement of AmeriCorps alumni in the national service movement.

Participation Guidelines

Each AmeriCorps State program can select one member to serve as their representative on LeaderCorps. Programs must receive ServeOhio approval to opt-out of 2019-2020 LeaderCorps participation. Skills to look for include: the ability to lead and represent others in a fair way, effective communication skills, and someone who participates well in group discussion. Although participation in LeaderCorps does not require a significant amount of extra time, each representative must make the commitment to be present at each conference call and meeting.

- The LeaderCorps will consist of at least one Ohio AmeriCorps member from each operational program in good standing. Additional membership must be approved by ServeOhio and will be no more than two representatives from each program.
- Each Ohio AmeriCorps program is responsible for selecting (by nomination, vote, etc.), one representative for the LeaderCorps on an annual basis.
- Members selected to serve on LeaderCorps must be willing and able to:
 - Serve as ambassadors of Ohio AmeriCorps.
 - Participate in face-to-face meetings, 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 ServeOhio, 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 time.
- Support ServeOhio and AmeriCorps program's social media efforts.
- Provide reports on LeaderCorps activities to program staff and ServeOhio, when requested.
- With direction from their AmeriCorps program coordinator/director, will provide program assistance with all or some of the following:
 - Conduct community outreach presentations
 - Assist service projects including regional, member and National Day of Service events.
 - Assist with volunteer recruitment and management.
- Provide LeaderCorps information/training to their fellow Corps members.

Program Assistance Details

- Community Outreach Presentations

Presentations are to increase community awareness of the local AmeriCorps program and its impact as well as service and/or volunteer opportunities. Members are strongly encouraged to make presentations to diverse groups and populations within their community.

- Service Projects

AmeriCorps programs are required to participate in and/or coordinate at least one National Day of Service. The LeaderCorps member should assist with one service project or activity for his/her program. LeaderCorps members located in the same region are strongly encouraged to work together.

- Volunteer Recruitment and Management

LeaderCorps member may support their AmeriCorps program and/or service location with increasing capacity of volunteer recruitment and management.

Communication

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. ServeOhio will include program staff on LeaderCorps communications.

Attendance

LeaderCorps members are expected to attend each meeting. If a compelling circumstance arises, it is the responsibility of the member to inform the ServeOhio program officer of his/her absence. The member must contact both the ServeOhio program officer to get an update on the missed

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

If a program does not have a member representative designated and in attendance at the fall orientation meeting, the program will forgo representation on LeaderCorps during that given year.

Program Support

ServeOhio Program Officers will serve as the LeaderCorps liaisons 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 program's assigned officer.

Program officer liaison responsibilities include, but are not limited to:

- Securing meeting times and places
- Coordinating training and member development opportunities
- Distribution of meeting memos, agendas, and summaries
- Assisting with project planning and implementation
- Updating guidelines and member rosters
- Promoting and recognizing LeaderCorps accomplishments

Service Hours

All LeaderCorps members will receive training hours for the time spent in member training and in meetings. Travel time will be granted in accordance with each program's normal policy. Members may receive, an average of up to 10 hours per month for their LeaderCorps responsibilities.

LeaderCorps activities outside of the required meetings and conference calls should not supersede regularly scheduled AmeriCorps program responsibilities.

Tentative Schedule

October 7, 2019 – Program Orientation/Welcome Meeting - Team Building Activities

October 8, 2019 – 25th Anniversary Event

October 23, 2019 – ServeOhio Annual Conference (optional per program guidelines)

January 14, 2019– Mid-Year Wellness/Event Updates

March – AmeriCorps Week

Week of May 11 - Closing Ceremony: Leadership after Service

Member Signature and Date

Site Supervisor Signature and Date

Program Director Signature and Date