



RANCH HANDS VOLUNTEER COMMITTEE CHARTER

Volunteers & Community Outreach

Purpose:

To provide a comprehensive volunteer program which, in collaboration with LARCS staff, Neighborhood Activity Coordinators and Neighborhood Representatives, promotes and coordinates volunteer manpower resources for community events and activities. This committee will also support the coordination of community outreach opportunities with local non-profit organizations providing programs or services in the Ladera Ranch community.

Objectives:

1. To actively promote community volunteerism in the Ladera Ranch Community through:
 - Recruitment, tracking, and recognition of volunteers
 - Orientation and support of volunteer programs and opportunities
2. To coordinate volunteer manpower for community outreach activities and other opportunities that provide benefit to the residents of the Ladera Ranch community as approved by the LARCS Board of Directors
3. To act as a volunteer resource to the Events Planning Committee (EPC) and work in collaboration with EPC to support volunteer manpower needs at LARCS hosted events
4. To promote the involvement of teen leaders and volunteers
5. To provide volunteer staff to the LARCS booth and collaborate with other chartered committees to promote volunteers at LARCS events
6. To encourage the establishment of new resident-led clubs by connecting them with residents and community organization opportunities

Committee Chair:

The Chairperson will serve a one-year term but may be reappointed by the LARCS Board to serve as Chair for up to three (3) consecutive terms. The Chair will ensure that meeting notes are accurate prior to LARCS staff submitting for LARCS board packets. The Chairperson will collaborate with the LARCS staff in the creation of annual meeting calendars, meeting agendas, and other meeting preparations. The Committee Chair may personally address the LARCS Board at a regularly scheduled board meeting upon either making a request to do so.

LARCS Board Liaison:

The role of the LARCS Board Liaison is to serve as a communication link between the LARCS Board and the Committee. The Board Liaison will not be an active voting member of this committee.

Board approved 10/26/11

Committee Structure:

The Committee shall consist of a minimum of five (5) and a maximum of nine (9) members. Committee members shall be appointed by the LARCS Board and selected based in part on diversity of Village and Neighborhood representation as well as current and past community volunteer involvement in the Ladera Ranch community. All interested residents must complete a Volunteer Committee Candidate Application Form. The committee members shall review applications to this committee and make recommendations to the Board for appointments annually. There is no quorum requirement for this committee.

Term of Office:

One-year term (calendar year), or at the Board's discretion. Committee members can serve consecutive terms if appointed by the Board.

Reporting Structure:

The Committee reports directly to the LARCS Board, working collaboratively with the LARCS staff and other LARCS committees.

Budget Allocation:

LARCS fiscal year begins June 1 and ends May 31st. Budget requests from this committee shall be submitted annually to the Board through the LARCS staff no later than March 31st for the next fiscal year.

Additional Parameters:

Committee members may serve as a member of no more than one additional LARCS or LARMAC committee. Committee members, if elected to the LARCS Board of Directors, must resign from all committees. Each committee member is expected to attend a minimum of 80% of regularly scheduled committee meetings, must reside in Ladera Ranch, be a resident in good standing as a member of LARMAC, and not currently involved in a lawsuit with LARMAC or LARCS.

Code of Conduct:

- Respect the confidentiality of the Committee's sessions.
- Listen respectfully to other's points of view.
- Speak for the Committee only when authorized to do so.
- Immediately disclose to the Committee and/or Board any perceived or real conflict of interest immediately upon knowing of a potential conflict.
- Exhibit respect, professionalism and courteous behavior to Owners, committee members, the Board and to the management staff.

Meeting Information: This committee shall schedule regular meetings a minimum of four times per year and up to ten times per year.