

## **PennSERVE Community Service Advisory Board**

**Overview:** PennSERVE: The Governor's Office of Citizen Service encourages, develops, and facilitates volunteer and citizen community service, which builds upon the talents, strengths, opportunities and challenges of people and communities in ways which enhance the quality of life for all citizens of the Commonwealth of Pennsylvania.

In 2016-2017, PennSERVE administers 17 AmeriCorps programs and one planning grant that address the State's needs in the areas of education, economic opportunity, healthy futures, veterans and military families, environmental stewardship, and capacity building.

In addition, PennSERVE convenes and collaborates with organizations throughout the Commonwealth to explore possibilities of improving existing service and strengthening impact for both AmeriCorps members and service recipients. PennSERVE engages in outreach to organizations that address a variety of human needs, including CNCS priority areas, in an effort to strengthen networks and develop partnership that may result in greater impact and growth in national service activities to underserved populations.

The purpose of the Community Service Advisory Board is to consult with and advise PennSERVE: The Governor's Office of Citizen Service on the development of a Statewide plan for expansion of community service opportunities.

**Board Member Term:** Two-year term with opportunity for reappointment.

**Commitment:** Working with the PennSERVE Executive Director, board members are required to enter into a commitment on one board committee where expertise and skill sets enable the board member to explore and expand the vision of PennSERVE. Board members commit to 12-24 hours of service per year, distributed as follows:

- Board meetings: The PennSERVE Advisory Board meets two - three times per year
- Committee meetings: Board members are asked to serve actively on at least one Committee
- Special projects, Site visits, lobbying etc.

Board membership calls for dedication, time, thought, energy and support. In order to accomplish the tasks of PennSERVE, board members are expected to:

- Understand and passionately support the mission of PennSERVE
- Possess characteristics such as: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, personal integrity, and a developed sense of values
- Follow trends and developments related to PennSERVE
- Willingly act as a good-will ambassador for PennSERVE, AmeriCorps, and the service and volunteerism sector
- Find serving as a board member a satisfying and rewarding experience

**Board Member Duties**

- Prepare for and participate in board and committee meetings
- Advise and assist Executive Director as requested
- Contribute to a collaborative team and encourage positive working relationships with other board members
- Stay up to date on current programs and services of PennSERVE
- Prioritize use of limited resources; act knowledgeably and prudently when making recommendations about how the organization's time and dollars should be invested or spent
- Understand legal responsibilities
- Serve in leadership positions or undertake special projects
- Read and understand financial statements

**Board Skill Sets**

- Cultivate and recruit board members and other volunteers
- Oversee administrative issues (financial, personnel, planning, reporting and accountability) that arise with the organization
- Offer community building skills to develop partnerships that bring increased resources to the efforts of community service and volunteerism
- Offer expertise in appropriate business and administrative practices
- Apply marketing, communication and branding strategies to increase the visibility of PennSERVE

**For Consideration**

Individuals interested in serving as an Advisory Board member should submit a resume to [meccleston@pa.gov](mailto:meccleston@pa.gov). Appointments to the Board are made by the Governor.