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260

Town of Acton

March 17, 2008
Revised 6/10/13

Board of Selectmen

Revised 6/19/13

POLICY NO.: 2007-1

Date of Adoption: 8/13/07

Volunteer Coordinating Process

1. Each Board and Committee Chairperson as well as the Volunteer Coordinating Committee (VCC) may advertise membership vacancies through its respective staff liaison, or the Manager's Office if there is no staff liaison. All advertisements must comply with all local, state and federal requirements, including all purchasing procedures. If a Board or Committee chairperson chooses to place such an advertisement through the staff liaison, the chairperson shall: 1) notify the VCC of such intent prior to placing an advertisement and 2) notify the Information Technology (IT) Department so that the vacancy can be listed on the Town website.
2. Committee Chairpersons and potential Volunteers may obtain blank volunteer applications from either the VCC or print them from the Town's website.
3. Applicants shall submit completed applications to the Town Manager's Office.
4. The Manager's Assistant shall distribute completed applications to the VCC for processing. The Town Manager's Office shall provide a status report of all pending applications on each Board of Selectmen meeting agenda.
5. The VCC shall interview all applicants in order to fill Board or Committee vacancies on a timely basis. The BOS liaison for a Board or Committee may request the VCC to conduct an expedited interview process if the BOS liaison and the Board or Committee Chairperson agree under the specific circumstances that expedited processing is appropriate.
6. The VCC shall submit a recommendation with supporting documentation on each applicant to the Town Manager's office on a timely basis.
7. Upon receipt of the VCC's recommendation, the Town Manager's Office shall submit the VCC recommendation and supporting documentation to the appropriate BOS liaison within two business days.
8. The Town Manager's office shall place the volunteer's application before the entire BOS as directed by the BOS liaison.
9. The Town Manager's Office shall notify the VCC chairperson, the Town Clerk and the IT department of any action taken by the BOS within 2 business days of said BOS meeting.

This policy shall be effective immediately upon adoption by the Board of Selectmen, and shall remain effective until further notice by the Board of Selectmen.

Katie Green, Clerk