

California Conservation Corps

**Corpsmember Advisory Board
Handbook**



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CORPSMEMBER ADVISORY BOARDS

Bringing Your Community Together

This booklet was written to provide guidance and resources for CCC corpsmembers and staff involved with Corpsmember Advisory Boards (CAB). While every Center and Satellite is unique, this guide provides some structure for each CAB Board.

The Corpsmember Advisory Board allows corpsmembers to organize so that they are able to take a leading role in determining the culture and activities of their center. Some of the activities CABs can be involved with are planning community service and recreation events for the Center, organizing recycling efforts, serving as the corpsmember voice to the staff, raising funds for community activities, operating a store, or developing a newsletter.



Forming a CAB

If your Center no longer has a CAB and wants to start one back up, the community must meet together and agree on how they want their CAB to function. This guide will help the community identify the responsibilities of the CAB officers, explain how to run orderly meetings, and provide resources for organizing CAB activities and events.

There are several other questions the community will answer for themselves: How will they elect officers? How often will they meet? What will the mission and responsibilities of the CAB be? What are the goals of the CAB? This guide will assist in identifying these questions and provide a framework for answering these questions.

CAB OFFICERS



I. Selecting CAB Officers

Nominations

Whether you are starting a CAB for the first time, or replacing members who have left an existing CAB, each community will need to decide how they are going to fill open positions for CAB officers. There are two ways to identify candidates for open positions:

1. The community can nominate corpsmembers to run for a CAB position.
2. Corpsmembers can volunteer to run for a position.

Anyone who is interested should have the chance to run for CAB office, however, the community must stress the responsibility and commitment involved in holding a position in the CAB.



Elections

The CAB will need to hold elections as often as there is an open position on the CAB board.

Your corpsmember community should be alerted in advance that the CAB will be holding elections for office. This will allow people interested in running for office to be prepared. The community will decide whether they want to allow time for campaigning, debating, or speeches from the candidates before an election. It is best to allow candidates some opportunity to demonstrate their qualifications for office before the community votes.

Voting

A secret ballot is the most effective way to elect CAB officials. Every corpsmember should vote for the person he or she feels is best qualified for each open office. Voting should be counted by more than one person. Ideally the community should select corpsmembers who does not have a personal stake in the outcome of the election to count the votes. These representatives can report the results of the voting to the corpsmember community. It may be best to have the staff advisor verify the votes if there is a question about the results.

Terms

All CAB officers shall serve a maximum of a six month term. The President shall keep track of the terms of each officer. After six months, officers are eligible for re-election or to run for a different office. Your community should decide whether you want to elect new officers every six months regardless of how long each officer has been in office or whether you want to elect officers on a rolling basis as each officer completes a six month term.

Resignation and Termination

If an officer wishes to resign, he or she must do so in writing to the President. A corpsmember who resigns from a CAB office is not eligible to run for another CAB office for six months. Any officer who is absent more than three times for reasons other than spike, emergency response, or illness will be removed from office.

Vacancies

Vacant offices will be filled at the next Community Meeting after the office is vacated. The corpsmember community shall be notified that the CAB will be holding elections before this meeting.

II. Officer Duties

It is very important for each community to determine what roles their CAB officers will fill. These decisions will be influenced at each location by the size of your center or satellite and the goals of your CAB. While some offices such as CAB President are essential to have a functional CAB, others such as Sergeant-At-Arms, are not necessary in a small community. Remember that all of these people are working together as a team to make a successful CAB and corpsmember community. Here are some suggested positions for CAB officials:

Essential Roles:

President
Vice President
Secretary
Treasurer

Non-Essential Roles:

Assistant Treasurer
Sergeant-At-Arms
CAB Store Manager
Crew Representative
Fundraising Coordinator
Recreation Coordinator
Community Service Coordinator
Recycling Coordinator

Essential CAB Positions

PRESIDENT

LEADS CAB MEETINGS AND ACTIVITIES

- Makes an agenda with input from CAB, calls meetings to order, adjourns meetings
- Facilitates discussion, makes sure all members and guests are given and equal opportunity to participate
- Approves CAB board purchases

LEADS COMMUNITY MEETINGS

- Makes an agenda with input from CAB, community, and staff members
- Calls meeting to order, facilitates discussion and keeps the discussion on track, and adjourns meetings.
- Reports on CAB activities, announces topics to be discussed and next CAB meeting, holds elections for open CAB positions.

SERVES AS LIAISON BETWEEN CORPSMEMBER COMMUNITY AND STAFF

- Attends staff meetings with the approval of the Center Director

- Communicates CAB concerns, proposals, and plans to staff
- Reports at CAB and Community Meetings on staff responses to these issues

REPRESENTS THE CORPSMEMBER COMMUNITY AT REGIONAL CAB MEETINGS

- Participate in monthly conference calls
- Communicate with Regional staff regarding community participation in regional events

VICE PRESIDENT

SERVES AS SECOND TO THE PRESIDENT

- Assists the president in performing official duties
- Assumes temporary position of President in his/her absence
- Approves CAB board purchases
- Holds other CAB officers accountable for fulfilling their jobs

SECRETARY

SERVES AS CHIEF RECORDING OFFICER

- Takes minutes at CAB meetings, types and posts minutes for corpsmembers to read
- Takes notes at Community meetings on issues to be addressed and resolved during CAB meetings
- Assists the President in writing agendas for CAB and Community meetings
- Maintains all documents and records related to CAB business in a central location
- Assumes the position of the Vice President when he/she is absent

TREASURER

RESPONSIBLE FOR THE SAFE-KEEPING OF CAB FUNDS

- Keeps an accurate record of all funds collected, balances the CAB checkbook and money box on a weekly basis (along with the CAB Advisor), pays all of the community's bills within the center, deposits all checks received for the community.
- Gives a financial report at CAB meetings
- Serves as primary person to make out approved CAB checks
- Provides annual financial report to Center Director and Regional Office describing how the CAB used their finances during the year.
- Assumes the role of Secretary when he/she is absent.



Non-Essential CAB Positions

ASSISTANT TRESURER

ASSISTS TREASURER IN FULFILLING DUTIES AS NEEDED

- Keeps financial records in Treasurer's absence
- Operates CAB Store in the absence of other officers
- Assists with other duties (shopping, deposits, balancing checkbook) as needed

SERGEANT-AT-ARMS

MAINTAINS ORDER AT COMMUNITY MEETINGS AND OTHER CAB EVENTS

- Calls role
- Explains and enforces the "3 - Times" Rule and other Rules of Order
- Reports to CAB Advisor or other Corpsmember Development staff when individual corpsmembers regularly violate rules of order or are excessively disruptive during meetings
- Assumes the position of secretary if both secretary and treasurer are absent

CAB STORE MANAGER

MANAGES THE CAB STORE

- Maintains store keys and opens store to make sales
- Keeps stock of the store's inventory, order supplies, and re-stocks store as needed
- Holds the Assistant Treasurer accountable for running store in his/her absence

Note: the treasurer or other officers may also serve as the CAB store manager

CREW REPRESENTATIVE

PASSES INFORMATION TO THE CAB FROM THE COMMUNITY

- Attends CAB meetings and voices ideas, concerns, and issues from the community

FUNDRAISING COORDINATOR

COORDINATES EVENTS TO RAISE MONEY FOR CAB

- Communicates with corpsmembers and staff to collect ideas for fundraising
- Works with CAB Advisor to plan and schedule events
- Announces fundraising events at Community Meetings, takes sign-ups for participation and posts sign-up sheet and filers
- Forms committees as needed to delegate responsibility
- Publicizes fundraising events through local media, newsletters, organization meetings, etc.

RECREATION COORDINATOR

ASSISTS IN COORDINATING RECREATIONAL ACTIVITIES FOR CORPSMEMBERS

- Communicates with corpsmembers and staff to collect ideas for activities
- Works with CAB Advisor and/or Residential Advisor to plan and schedule recreational activities
- Announces recreational activities at Community Meetings, takes sign-ups, and posts sign-up sheets and filers
- Serves as facilitator of scheduled activities or delegates this duty to a responsible party
- Completes tracking paperwork and submits to Corpsmember Development staff

COMMUNITY SERVICE COORDINATOR

COORDINATES COMMUNITY SERVICE PROJECTS

- Communicates with corpsmembers and staff to collect ideas for projects
- Identifies community and center needs, contacts local service groups for collaboration and stays informed about upcoming service projects in the area
- Works with CAB Advisor and Corpsmember Development staff to plan and schedule activities
- Announces Community Service activities at Community Meetings, takes sign-ups, and posts sign-up sheets and filers
- Facilitates scheduled projects or delegates this duty to a responsible party
- Completes tracking paperwork and submits paperwork to Corpsmember Development staff

RECYCLING COORDINATOR

COORDINATES LOCAL RECYCLING PROGRAM

- Equips Center with marked recycling containers
- Promotes recycling among corpsmembers and staff
- May create and maintain a "Conservation Board"
- Works with the kitchen staff to ensure recycling of kitchen waste
- Coordinates collection of recyclables and trips to the local recycling center
- Collects funds generated from recycling and delivers them to the Treasurer

OTHER POSITIONS

CABs may create additional positions as necessary. Each new position should have a duties description written up and included in that center's CAB binder.

III. CAB Staff Advisor

Each center should identify a staff member to be the CAB Advisor. The CAB Advisor will assist the CAB officers in fulfilling their duties. The CAB Advisor will offer the CAB advice on difficult issues. The Advisor will also help preserve information and keep the community consistent when CAB officers come and go in their positions. The staff member must understand that he or she is there to advise CAB officers and not to run the CAB or CAB meetings.

CAB ADVISOR DUTIES

- Orients new officers to CAB and explains the duties of each position
- Instructs officers on center policies and procedures
- Provides logistical support to CAB officers planning recreation, community service, and fund raising activities.
- Authorizes CAB store runs and approves purchases
- Helps CAB solve issues not readily resolved by CAB officers
- Communicates CAB events and concerns to Center staff
- Maintains back-up of all essential CAB information (bank account, email password, contacts, calendar, etc.)
- Assists Regional staff in communicating with CAB officers
- Holds CAB officers accountable to fulfilling their duties and commitments

MEETINGS



I. CAB Meetings

CAB officers should meet consistently to discuss community issues. These meetings can be as often as once a week and should be no less often than twice a month. The CAB should meet shortly before each Community Meeting so the CAB members can set up the agenda for the Community Meeting.

In order for the CAB board to hold a meeting there must be a quorum of officers at the meeting. A quorum consists of at least half of the CAB officers.

The CAB officers meeting should be advertised and kept open to the community so that corpsmembers can come to the CAB with their comments, complaints, or suggestions. This is the appropriate time to address these things, not during a Community Meeting. These meetings should not be mandatory for the corpsmember community, but should be mandatory for CAB officers. If a corpsmember wants to discuss something with the CAB, he or she must show up on time and stay for the entire meeting.

CAB Meeting Procedure:

- The President will call a meeting with at least 24 hours notice.
- The Secretary writes an agenda with input from the entire board and makes it available to the CAB before the meeting.
- The President leads the meeting, addressing each item on the agenda.
- The Treasurer and other CAB members give a report on their activities.
- The President adjourns the meeting after the agenda has been completed and there are no more questions or concerns.

II. Community Meetings

Community Meetings are for the CAB to address the community on issues brought to them during the CAB Officers' meetings. This meeting is a forum for CAB, the corpsmember community, and staff to address community issues and discuss upcoming events and help the corpsmember community to make decisions as a whole. Community Meetings should occur at least once a month.

One of the hardest things to do at a Community Meeting is to keep order. The section titled *Facilitating the Corpsmember Advisory Board*, and *Robert's Rules for Dummies* explain that everyone should have a chance to speak, but only one person should talk at a time. The CAB President is responsible for deciding whose turn it is to speak. The community must understand that each person needs to be recognized by the Board before talking.

Keeping order is the only way to run a successful meeting. Otherwise, the meeting can turn into a gripe session that does not accomplish the goals of the agenda. It is a good idea for the CAB to remind the community of appropriate meeting etiquette. The Sergeant-At-Arms is responsible for helping the President keep order.

Community Meeting Procedure

- The CAB will notify the community of the meeting with at least 24 hours notice.
- The President and Secretary write the agenda and make it available to the community prior to the meeting.
- The President calls the meeting to order.
- The President leads the meeting, addressing each item on the agenda.
- After every agenda item is discussed, the President adjourns the meeting.

Basic Rules of Order

- Show up to the meeting on time and be ready for roll call.
- No talking out of turn. When you want to speak, raise your hand and wait for the President to recognize you by calling your name or pointing to you. The Sergeant-At-Arms may enforce a “3 -times” rule: if you talk out of turn, you will be give three warnings and then you will be asked to leave the meeting.
- Honor the agenda. Keep your comments focused on the issue being discussed. IF you want an item placed on the agenda, go to the CAB meeting or talk to the President before the Community Meeting.

III. Other Meetings to Attend

Committee Meetings

Sometimes your CAB or your community will decide to form a committee to accomplish a project. CAB members should be sure that they schedule and be responsible to attend separate meetings for these committees so they can work together to meet the goal of the committee as identified by the community.

Staff Meetings

Often there are meetings held by staff members at which corpsmembers should be represented. By having the CAB President attend staff meetings, the staff can receive the corpsmembers’ point-of-view on relevant issues. The CAB President’s attending staff meetings can also keep the corpsmember community informed of upcoming projects or events. The President serves as a connection between staff and corpsmembers, a communication link that can represent the whole community.

Regional CAB Meetings

The CAB President or other designated officers should attend Regional CAB meetings as they are called. Attending regional meetings allows CAB officers and the corpsmember community to connect with corpsmembers at other centers, provide a voice for their center regarding suggestions, concerns, and issues, and work together with corpsmembers in the region to complete projects that will benefit all corpsmembers in the region.

ORGANIZING YOUR CAB



I. Meeting Agendas and Minutes

Agendas

Before every CAB meeting or Community Meeting, the Secretary and President should develop an agenda for the meeting. This will help you to organize your meeting and stay on task during your discussion. Below is a basic outline of what should be included in a meeting agenda:

1. Introductions and Review Agenda
2. Read and approve minutes from last meeting
3. Reports from Officers and standing committees
4. Reports from special (ad-hoc) committees
5. Unfinished or old business
6. New business
7. Review action items needed before next meeting

Minutes

Meeting minutes are an official record of what happened during a meeting. Minutes help people remember what happened at a meeting, and are useful to help people recall what decisions were made and what commitments meeting participants agreed to.

Minutes can be formal or informal, but should always include the date and time of the meeting, the names of the people at the meeting, the main topics of discussion as well as decisions made or action steps that participants agreed to. It is best for the note taker to write up the meeting minutes as quickly as possible after a meeting so that he or she does not forget anything. The minutes should be distributed to all participants before the next meeting. If you want more help with your minutes see "*Tips on Taking Meeting Notes*" in the Resources section of this binder.

II. Calendars

Developing a calendar for your CAB is a good way to keep your CAB organized, keep your community informed about upcoming events, and share your activities with other CABs in the region. Having a calendar will keep your CAB organized as officers go in and out of their positions and in and out of your center. It allows future CAB officers to know about successful events that happened in the past and gives them vital information that will allow them to recreate similar events in the future. This calendar should be used to schedule CAB meetings and community meetings, volunteer events, recreation activities, and other CAB-sponsored events. Each CAB should use the calendar to plan events for the year.

By using Google Calendars, all CABs have a free, simple, and uniform way to plan and share events and also to preserve information about the event for future CAB members. Here is an example of information that should be included in each entry:

1. Event name
2. Date and time
3. Event location
4. Contact information for any community organizations or event sponsors involved. (name and phone number)
5. Brief event schedule or description
6. Event cost (if any)
7. Benefits or outcomes of the event

The name, time, and location of the event can be entered in the designated fields provided when scheduling an event in the Google calendar. All other information can be entered in the space left for an event description when you edit event details.

III. Record Keeping

Because CAB officers change roles frequently, each CAB should set up a way to keep track of all of their information in a place where it can be accessed by all CAB officers. Keeping a binder in a CAB office or locker is a good way to keep track of important information. Each Center or Satellite should provide CAB members with a secure place to keep this information. The staff Advisor should also have access to this information.

Information that should be kept accessible for CAB officers includes past meeting notes, financial and bank account information, passwords for email accounts and electronic calendars, contact information for community partners, records of past events, and any other information that needs to be kept secure but also be passed along to future CAB members.

IV. CAB Email

Your CAB should maintain an email address so that you can communicate with the Regional office and other CABs. Officers should check this email frequently and make sure that passwords and other key information about this email account is passed on when they leave the center or pass their office on to other corpsmembers. This information should also be shared with the CAB staff Advisor.

RESOURCES



I. How to Facilitate a Community Meeting

Starting the Meeting

The President or the person filling the President's role should start the meeting by saying "*I call this meeting to Order.*" This lets everyone know that it is time to be quiet and allow the President to begin the meeting.

When and How to Speak

Every member of the community can speak at meetings, but each person must wait to be recognized by the President.

- Raise your hand to signal to the President that you wish to speak.
- Wait until the President recognizes you by calling your name or pointing to you

Only the person recognized by the President is allowed to speak. Everyone else must wait his or her turn.

Making a Motion

A motion is a request that the community consider an idea. Motions can cover a range of actions from discussing routine business to planning new activities by the community, to making decisions.

- To make a motion at the meeting, raise your hand to be recognized by the President and say: "*I move that we....*" (and tell the President what your idea is, what you want to discuss, or what action you want to accomplish).
- The motion must be seconded by another community member by saying: "*I second the motion.*"

After this, discussion can follow. All discussion must be related to the motion.

- If someone wishes to change the motion, he or she may move to change the motion on the floor by saying: "*I move to amend the current motion....*" (then describe the change desired).

The person who made the original motion and the person who seconded it must agree. The amendment must also be seconded. Then the community can discuss the new motion.

Ending the Discussion

Heard enough? Want to stop the discussion?

- To stop a debate, get recognized by the president and say: "*I move to close the debate.*"
- Someone will have to second your motion by saying: "*I second we close the debate.*"

The President will ask the community to vote whether or not they want to end the debate. The vote must be carried by two-thirds of the community.



Making a Decision

When the community agrees to finish discussing an idea and want to make a decision to take action, someone must *make a motion* to take the desired action. When the motion is seconded, the president will ask the community to vote on the motion. The decision will be made by a simple majority vote.



Delaying a Decision

Sometimes the community doesn't want to decide yes or no. You need more time to get information or the person who brought up the idea doesn't have enough votes and wants to avoid defeat. There are two ways to delay a decision:

1. Someone can move to table the motion.

After being recognized by the President say: *"I move we table the motion until..."* It is important to identify a time to bring the motion back so that the issue is not forgotten.

If there is a second to the motion, the President will call for a vote without further debate. When a motion to table passes the discussion stops, no action is taken, and the meeting goes on to other business.

2. Someone refers the motion to a committee.

After being recognized by the President, say: *"I move we refer the motion to a committee."*

After a second, and a supporting vote, a committee is formed to take action on the issue and the meeting goes on to other business.



Keeping the Discussion On-Topic

Sometimes people get confused at a meeting; it can happen to anyone.

- If you want clarification on the discussion, get recognized by the president and say: *"I rise for information."* After this, tell the President why you are confused or what you need explained.

At other times, you might feel that the discussion is no longer about the motion that is on the floor.

- At that point, get recognized by the President and say: *"I rise on a point of order."*
- When the President acknowledges this, explain why you think the discussion is off track and the President will make a ruling.

II. Conference Call Etiquette

- Dial the correct number a few minutes before the start time of the meeting. Don't ever be late. If you are the host, always be the first one on the conference call.
- Take roll call before you start the discussion. As new people join, ask "who has joined".
- If you use your mute button, be sure to un-mute when it is your turn to talk.
- If you are listening to other members of the call, don't be clicking away on your keyboard. People can hear you and the sound is distracting. Also, it is obvious you are not giving the other members of the call your full attention.
- If you are with a group of people in a conference room and you are on a call, eliminate any side conversations. A side conversation can be heard over the main conversation at the other end of a conference call and is distracting.
- Avoid participating on a conference call using a cell phone. The connection can be noisy and the conversation is never as fluid as with a land-line.
- Speak slowly and clearly. Especially if you are speaking with people who use English as their second language.
- If you are participating in a conference call from home, eliminate any background noise. Get away from the kids. Turn the TV off. Keep the dogs from barking.
- Give everyone a chance to talk. Even if it means explicitly calling out each participant and asking if they have input. Some people are reluctant to join in. You may need to invite them in.
- Introduce yourself. At least say your name the first time you speak. This goes for everyone on the call, not just the host. Not everyone will recognize your voice when you speak and they want to know who is talking.
- Close the meeting, thank attendees for their valuable time and contributions. Follow up with written notes of the meeting, action items and next meeting date if appropriate.

III. Tips on Taking Meeting Notes

Organization is the key to successful note-taking. Veteran note-takers have learned that an effective organization strategy involves breaking the job down into three distinct phases, each one requiring just as much attention as the others.

Before the Meeting

Since taking meeting notes usually involves more than simply writing down what happens in the meeting, you need to be on top of your game long before the meeting actually occurs. The first step of the note-taking process involves organizing the meeting agenda, minutes from the last meeting, and any other material that may arise in the course of the meeting. These materials should be distributed to meeting participants at a least a few days before the meeting itself.

Part of your job is to ensure that the meeting agenda makes sense. For example, if the minutes from the last meeting indicate that an issue has been tabled and that issue doesn't appear on the agenda, consider bringing the oversight to the attention of the person leading the meeting.



During the Meeting

It's not unusual for the note-taker's role during a meeting to travel far beyond simply recording outcomes and discussions. Plan to keep a record of the meeting's attendees and make note of those who arrived late so they can be briefed later about any decisions that were made during their absence, especially if those decisions impact them individually.

It is usually not necessary to maintain a transcript of the conversation. Keep track of the order in which items were actually discussed (versus the order in which they appear on the agenda) and write down the highlights of the discussion for each issue.



After the Meeting

After the meeting is over, transcribe the minutes from handwritten notes to a more formal, typed format as soon as possible. The longer you wait, the more difficult it will be to remember important details you may have missed. Once you are pleased with a final version, distribute copies to all attendees via email, making note of any action items requiring follow-up. Depending on the meeting, it may also be necessary to archive a copy of the minutes in paper and/or electronic formats.

IV. Concept Papers

Sometimes, people have good ideas but they have a hard time explaining everything that they need to make their idea happen. The outline below is helpful if the CAB wants to ask community members to come prepared to explain all that is involved with the idea they have. This outline is also helpful for planning events and should be filled out before bringing an idea up at a Regional meeting or conference call.

1. Concept Description

Describe your idea. You should be able to describe your idea in a few clear sentences:

- What is it called?
- What does it do?

2. Target Market

Describe your target market.

- Who is this idea for (The community, your Center, Region)?
- Why?
- How will it benefit corpsmembers and/or your target market?

3. Value Statement

Explain how the Corpsmembers or CCC benefits from your idea?

- What exists in the CCC related to your idea now?
- Why/how is your idea different or better?
- Why does the CCC/Corpsmembers need this idea?

4. Revenue Model

Explain how much the idea will cost and how you plan to pay for it.

- How much will it cost to implement this idea?
- How will your concept be paid for?
- Are you requesting for the CCC to pay for any portion?
 - If so, why?
 - How much are you requesting?
 - Will this idea require CCC staff time or resources, such as vehicles or tools?