



InterCorps Council
of Minnesota
SERVING THOSE WHO SERVE

Policies and Procedures Handbook

The vision of the InterCorps Council of Minnesota is to promote engagement, communication, collaboration, and education to empower AmeriCorps and the Minnesota community.



ServeMinnesota
The power of AmeriCorps. The power of you.



Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 

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1. Handbook Purpose and Revision

The purpose of this handbook is to guide the InterCorps Council of Minnesota's work by giving standards to which all members and Council activities can be held accountable. All Council members should read this manual prior to their first Council meeting and sign that they have read, understand, and agree to uphold the standards of the InterCorps Council of Minnesota; this document should be kept by the Vice President. This handbook should be available to all Council members as well any interested parties by being posted on the Council's website (www.iccminnesota.org).

Any changes to this handbook should be presented to the Council prior to the final meeting of the year for feedback, and must be approved by the Council.

2. InterCorps Council of Minnesota's Vision and History

The current InterCorps Council of Minnesota originated in 2007. The current committee structure was put in place in 2008. Each year, new members are selected to serve on the Council, and the Council comprises AmeriCorps members from state, national, and VISTA programs. The Council initially focused on supporting AmeriCorps Week and has, over time, expanded its efforts to include promoting events for the Martin Luther King, Jr. Day of Service, the 9/11 Day of Service and Remembrance, and other activities throughout the year.

The vision of the InterCorps Council of Minnesota is to promote engagement, communication, collaboration, and education to empower AmeriCorps and the Minnesota community.

3. Fact Sheet

InterCorps Council of Minnesota Promoting Service, Empowering Communities

The InterCorps Council of Minnesota is a peer-led organization of AmeriCorps members, representing State, National, and VISTA programs throughout Minnesota. The vision of the InterCorps Council of Minnesota is to promote engagement, communication, collaboration, and education to empower AmeriCorps and the Minnesota community.

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To fulfill this vision, Council members serve on one of five committees:

- The **Service Committee** plans and executes three statewide service projects throughout the year in support of national service objectives. These projects include 9/11 National Day of Service and Remembrance, the Dr. Martin Luther King, Jr. Day of Service, and AmeriCorps Week. Additionally, the committee plans smaller service events throughout the year. All service projects provide participants with meaningful opportunities to serve and engage with the community, and foster a sense of pride in AmeriCorps.
- The **Social and Networking Committee** plans events and activities that engage and connect AmeriCorps members with each other and with the larger community to strengthen community connections and the national service experience. The Social and Networking Committee also plans events for Council members to promote collaboration and teamwork.
- The **Education and Training Committee** plans trainings and professional development opportunities both for AmeriCorps members and the Council. They work to empower AmeriCorps and the Council by delivering meaningful, effective training, education, and professional development opportunities.
- The **Communications Committee** promotes national service in Minnesota and maintains the image and brand of the Council by broadcasting the work of the Council and AmeriCorps both internally to the Council and externally through its website, social media, monthly newsletters, and media outreach to the community, AmeriCorps members and programs, and community partners.
- The **Executive Committee** guides and supports the Council in its work to enact its vision. The executive committee comprises a President, Vice President, Results and Impact Specialist, and Outreach Coordinator who are elected annually to lead the Council in its work.

Additionally, AmeriCorps members may serve as **InterCorps Council Ambassadors**, who, due to distance from the Twin Cities, are unable to participate as ICC representatives. Ambassadors help organize events and promote relevant Council activities to AmeriCorps members throughout Greater Minnesota. They participate in monthly conference calls with the President, Vice President and Results and Impact Specialist.

For more information about the InterCorps Council of Minnesota, please visit www.iccminnesota.org

4. InterCorps Council of Minnesota's Relationships

- **ServeMinnesota:** Provides one advisor and, when possible, financial support. This advisor meets monthly with the executive committee and council chairs to support the Council as needed.

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- **The Corporation for National and Community Service (CNCS):** Provides one advisor. This advisor meets monthly with the executive committee and council chairs to support the Council as needed.
- **AmeriCorps Program Staff:** The Council president may communicate with AmeriCorps program staff to inform them of the Council's work. Program staff may also assist with outreach or serve as guest speakers/presenters at training events.
- **AmeriCorps Members:** AmeriCorps members are the ultimate stakeholders in the Council's work. Their interests and needs should be considered and responded to in every aspect of the Council's work.

5. Determining Council Makeup

Each AmeriCorps State, National, and VISTA cohort has the opportunity for representation on the InterCorps Council. Each cohort's Program Manager determines its own process for selecting its Council member(s). This could be through application to the cohort's Program Manager, appointment by Program Manager, election by cohort members, or another process. Each Program Manager submits a nomination form with the Council member's name and contact information to the Council advisors. The member must sign the roles and responsibilities form to indicate acceptance of responsibilities, and his/her direct supervisor must approve of the appointment and allow the member to attend monthly Council meetings or Ambassador conference calls, as appropriate.

Unless the advisors become aware of any red flags through conversations with Program Managers, the members nominated by Program Managers are automatically accepted onto the Council.

AmeriCorps cohorts are represented by one, two or more council members:

# members on project	# ICC representatives
1-29	1
30-200	2
201+	1 per region

6. Leadership Positions

The Council's leadership team consists of a President, a Vice President, an Outreach Coordinator, a Results and Impact Specialist and four Committee Chairs. The President, Vice President, and Results and Impact Specialist form the Executive Committee. The Chairs are members of their respective committees. No two Council members may hold the same positions (e.g. no co-chairs).

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President

Primary Responsibilities:

- Leads the Council in developing shared goals and strategies throughout the year.
- Oversees and manages relationships with stakeholders, including but not limited to Council members, ServeMinnesota, the Corporation for National and Community Service (CNCS), program staff, AmeriCorps members, and project partners.
- Represents the Council to the community.
- Helps direct the work of committees and provides Chairs with feedback and assistance as needed.
- Ensures that work falls within the vision statement of the Council and guides the Council towards accomplishing its goals.
- Solicits feedback on Council work and direction from ServeMinnesota and CNCS. Communicates with national service advisers at least once per month to gather feedback on Council activities.
- Seek and develop appropriate resources and relationships to support the work of the Council.
- Clearly and consistently articulates the vision and value of the InterCorps Council to members and stakeholders.
- Facilitates Council's monthly meetings and monthly leadership meetings.
- Oversees and manages Council resources, including in-kind resources, funding, and materials.

Vice President

Primary Responsibilities:

- Coordinates and manages Council logistics including creating agendas and taking meeting minutes and attendance at Council and leadership meetings; secures meeting space as needed.
- Facilitates a monthly call with ICC Ambassadors located in Greater Minnesota to update them on ICC activities and provide support and encouragement as they plan events outside the Twin Cities.
- Provides member support, manages member and Chair conflicts and removal processes, and conducts optional, twice yearly check-ins with Council members.
- Promotes and strengthens collaboration between committees, task forces, and outside organizations.
- Composes and distributes an internal update on the workings of the Council at the end of each month.
- Assists the President in decision-making.
- Leads and represents the Council in the absence of the President.
- Maintains the Council's online Google drives.
- Provide Chairs with feedback and assistance as needed.
- Assists the President with enacting and supporting the vision and goals of the Council.

Results and Impact Specialist

Primary Responsibilities:

- Ensures that all major Council initiatives and operations are evaluated in accordance with Council policy; leads evaluation efforts for major Council activities.

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- Manages evaluation data and assists Council in measuring its impact.
- Compiles reports on major Council initiatives and operations, including a year-end report, AmeriCorps Week report, and days of service reports for major stakeholders.
- Works with Council leadership and advisers to ensure accurate, informative, and engaging reporting on Council activities and impact through multiple channels of communication.
- Works with Council leadership to use data to improve and strengthen the Council's work.
- Participates in monthly calls with ICC Ambassadors located in Greater Minnesota and supports them in evaluation and data collection for events outside the Twin Cities.

Outreach Coordinator

Primary Responsibilities:

- Develop a deep understanding of the mission, scope, and impact of AmeriCorps.
- Update existing outreach presentations that can be tailored to multiple audiences.
- Work with ICC ambassadors in greater Minnesota to promote outreach initiatives.
- Utilize network to identify and engage community stakeholders who may be interested in joining or otherwise supporting national service. Audiences may include university clubs, college classes, nonprofits, and civic organizations.
- Develop an outreach calendar for the year, with a goal of coordinating a minimum of 10 presentations throughout the year.
- Recruit AmeriCorps members and from the ICC and broader AmeriCorps network as outreach volunteers that are willing and able to be matched with presentation opportunities as needed.
- Plan and facilitate at least one outreach training to equip interested members with the tools and resources necessary to deliver community presentations.
- Collaborate with other committees to invite outreach contacts to service events and other events as appropriate.
- Document contacts and progress made for following year.
- Represents outreach efforts at Council's leadership meetings reporting outreach opportunities and outcomes.
- Works with Results and Impact Specialist to ensure that outreach is evaluated appropriately and that impact is communicated with stakeholders in a clear, meaningful, and engaging manner.

Committee Chair

Primary Responsibilities:

- Plans and coordinates committee meeting times and schedules; facilitates at least two meetings per month, one of which should take place during the Council meeting, and ensures that notes are taken and recorded.
- Reports to Council and the Executive Committee about the work and progress of the committee. Represents committee at Council's leadership meetings or sends another committee member if the chair is unable to attend.

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- Oversees and supports committee members with planning, implementing, and evaluating projects; assigns duties and projects to members.
- Holds committee members accountable in meeting Council and committee deadlines and expectations.
- Promotes a spirit of collaboration and communication within and outside the committee. Partners with other committees to leverage resources to support the committee's work.
- Works with Results and Impact Specialist to ensure that committee work is evaluated appropriately and that impact is communicated with stakeholders in a clear, meaningful, and engaging manner.
- At least one member of each committee is expected to work with outreach coordinator on event.

Staff Advisors

Primary Responsibilities:

- Coordinates orientation and preliminary trainings to Council and Executive Committee.
- Guides President to ensure that work falls within the vision statement of the Council and guides the Council towards accomplishing its goals.
- Facilitates Council selection process between sponsoring programs.
- At least one advisor attends each executive team meeting and key council meetings.
- Serves as primary support to Executive Committee.
- Attends select ICC events as appropriate.
- Helps President and Vice President coach and equip chairs to lead successful committees.
- Provides feedback and advice to President regarding council plans and activities.
- ServeMinnesota representative administers ICC budget and expenses.
- Serves as final disciplinary action agent in cases of member misconduct.
- Gather ICC feedback to improve overall ICC experience
- Clearly and consistently articulates the vision and value of the InterCorps Council to members and stakeholders.

7. Determining Committee Makeup and Leadership Positions

Determining Committee Makeup

Members will be assigned to the committees they select as one of their top choices on their original application. Should one committee be too small, the advisors or executive team may request volunteers to change committees on the day of orientation.

Electing the President, Vice President, Outreach Coordinator and Results and Impact Specialist

Members interested in becoming the President, Vice President, Outreach Coordinator or Results and Impact Specialist submit to the Council advisors a form indicating their interest. This form includes a short essay (maximum 500 words) explaining their desire to serve in the position and citing any

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relevant skills or experiences that will help them be successful. The essay should also describe past leadership roles held, if any.

The essays will be distributed to all Council members prior to orientation. Members should review leadership applications before this meeting. At orientation, the candidates will have an opportunity to deliver brief speeches (around 3 minutes). Council members will vote for each position by anonymous ballot. A candidate must receive more than 50% of the votes to be declared the winner. If no candidate has 50% or more of the votes, another vote is taken with the top two candidates. No more than one person shall be elected for any leadership position.

The President, Vice President, Outreach Coordinator and Results and Impact Specialist are removed from their originally assigned committees and moved to the Executive Committee. Should this result in any committee having too few members to effectively conduct its work, the advisors or executive team may request volunteers to change committees.

Electing Committee Chairs

Following orientation, members interested in becoming the chair of their committee submit to the Vice President a form indicating their interest. This form includes a short essay (maximum 500 words) explaining their desire to serve as committee chair and citing any relevant skills or experiences that will help them be successful. The essay should also describe past leadership roles held, if any.

The Vice President will distribute the essays to the members of each committee and determine the best method for elections. Elections may be conducted online or at the first Council meeting. Committee chairs should be elected no later than the first Council meeting. As with the executive team, a candidate must receive more than 50% of the votes to be declared the winner. If no candidate has 50% or more of the votes, another vote is taken with the top two candidates. Two people cannot share the committee chair position.

8. Member Resignation and Removal

These procedures are intended to be used as a resource when needed. Conflicts should be approached through discussion, and many will be solved with simple consensus and conversation.

Member Resignation

If a member of the InterCorps Council feels that they would like to leave the Council, they should start by having a conversation with their Committee Chair. At this point, the Committee Chair should meet with the member and the Vice President, if desired, and focus on brainstorming ways to have the member continue serving on the Council. If, for instance, a member wants to leave because they feel their Council-related workload is too heavy, they could take on more of a supporting role in their current committee. The Committee Chair may consult with the Vice President and President in this

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process, and the member may bypass the Chair in favor of speaking with the President or Vice President if they feel uncomfortable discussing their concerns with the Chair.

If the member still feels that they would like to leave the Council, the Vice President will conduct an exit interview with the member. This could take place during the initial meeting, if the member has decided to still leave the Council after brainstorming. The Vice President may share the information with Council leadership, but should be sensitive to the confidentiality rights of the exiting member. Council leadership should consider using the information from exit interviews to guide their actions, informing, for example, how meetings are run, how workloads are delegated, etc.

If a member resigns, a new representative will be requested from the member's cohort.

Member Removal

If a member is not fulfilling his/her duties as a Council member, the Committee Chair should begin the removal process by having a conversation with the Vice President. The Chair should outline the reasons removal is being pursued, and, with input from the Executive Committee, suggest action steps the member needs to take to avoid removal. The concerns and action steps will be shared with the member by the Chair or by the Vice President. The Chair or Vice President will ensure that the member is still interested in maintaining a commitment to the Council, and will collaborate with the member to create a timeline of action steps to avoid removal. The plan will be shared between the member, Chair, and Vice President, holding each accountable for fulfilling or altering the plan as needed. If the plan is not fulfilled, if the member is unresponsive, or if no agreement can be reached, the Vice President will ask the member to leave the Council.

If a member is removed, a new representative will be requested from the member's cohort.

Removal of Leadership

If a Committee Chair isn't fulfilling his or her duties, members of the committee should express their concerns to the President and Vice President. This process could also be initiated by the Vice President or President. The Vice President or President will schedule a meeting with the committee chair, and ask members of the committee to attend this meeting, in order to voice their thoughts honestly and collaborate on a plan to improve the situation. If no members are able or willing to attend, they should provide the Vice President or President with their list of concerns and action steps. The President should attend this meeting if he or she wishes, or if requested by the committee chair, members, or Vice President.

When a plan is agreed upon, it will be shared with the Committee, Chair, and Council leadership, holding each accountable to ensure that the plan is fulfilled or altered as needed. If the plan is not fulfilled or if no agreement can be reached, the Vice President should schedule a committee meeting

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for as soon as possible and conduct a vote to elect a new Chair. Council leadership, the Chair, and the Committee should decide if the member will remain on the Council.

This procedure could also be used for the removal of any member of the Executive Committee, but the removal should be voted on by the entire Council. A two-thirds majority is needed.

9. Council Calendar

Each committee adopts a calendar for the year to plan its activities. Some events, like AmeriCorps Week and national days of service, have fixed dates. Additional Council activities should be planned around these in order to distribute workload across the year. There is no pre-determined number of activities each committee should hold.

For reference, a sample calendar follows.

InterCorps Council of Minnesota Sample Calendar				
Service	Networking/Social	Education	Communications	Executive
October				
ICC Orientation	ICC Orientation	ICC Orientation	ICC Orientation	ICC Orientation
November				
Council Meeting Plan December service project Plan MLK Day	Council Meeting Post-meeting social event	Council Meeting Plan January training	Council Meeting Public Spirit ICC event marketing as needed	Council Meeting Ambassadors Call Evaluation Planning Outreach Planning Strategy Development
December				
Council Meeting Hold service project MLK planning Open MLK registration	Council Meeting Post-meeting social event Post-service social event Dodgeball planning MLK social planning	Council Meeting Twin Cities on the Cheap event	Council Meeting Public Spirit December service marketing MLK marketing	Council Meeting Ambassadors Call ICC member check-in Plan MLK evaluation
January				

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Council Meeting MLK Day of Service MLK participant and partner evaluation	Council Meeting Post-meeting social event MLK Day social event Dodgeball planning	Council Meeting Leadership training	Council Meeting Public Spirit MLK Day marketing ICC event marketing as needed	Council Meeting Ambassadors Call MLK Day support, evaluation, report
Service	Networking/Social	Education	Communications	Executive
February				
Council Meeting Review MLK results AmeriCorps Week planning	Council Meeting Post-meeting social event Dodgeball AmeriCorps Week planning	Council Meeting Community organizing and coalition building training	Council Meeting Public Spirit ICC event marketing as needed	Council Meeting Ambassadors Call
March				
Council Meeting AmeriCorps Week planning	Council Meeting Post-meeting social event 18 Minute networking event AmeriCorps Week planning	Council Meeting 18 Minute networking event AmeriCorps Week planning	Council Meeting Public Spirit ICC event marketing as needed	Council Meeting Ambassadors Call Finalize AmeriCorps Week strategy
April				
Council Meeting AmeriCorps Week planning and registration	Council Meeting Post-meeting social event AmeriCorps Week planning	Council Meeting Life after AmeriCorps event AmeriCorps Week planning	Council Meeting Public Spirit AmeriCorps Week marketing and media; AmeriCorps member for a day	Council Meeting Ambassadors Call AmeriCorps Week support Begin transition planning
May				
Council Meeting AmeriCorps Week service project; participant and partner evaluation	Council Meeting Post-meeting social event Kickball tournament Social after service event	Council Meeting AmeriCorps Week: Supercharge Your Service!	Council Meeting Public Spirit ICC event marketing as needed AmeriCorps Week marketing and media	Council Meeting Ambassadors Call AmeriCorps Week support, evaluation, report Program staff appreciation day Collect proposed changes to handbook
June				

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Council Meeting Documentation for next year Transition guidance on 9/11	Council Meeting Post-meeting social event Documentation for next year	Council Meeting Documentation for next year	Council Meeting Public Spirit ICC event marketing as needed Documentation for next year	Council Meeting Review/vote on handbook changes Ambassadors Call Member check-in Documentation for next year Year-end report Form transition team
July				
Transition team proposes handbook or Council structural changes to ICC advisors Begins work on 9/11 Day of Service				
August				
Transition team meets with ICC advisors as necessary Plans September Public Spirit welcome Plans & promotes 9/11 Day of Service Advisors inform AmeriCorps program staff about the coming year's Council				
September				
Transition team executes 9/11 Day of Service 9/11 Day of Service participant and partner evaluation 9/11 Day of Service report Produces Public Spirit welcome issue Plans October orientation for new Council members Advisors send Council Member nomination materials to AmeriCorps program staff				
October				
Transition team supports advisors in implementing orientation for new Council members				

10. Meeting Procedure

InterCorps Council of Minnesota Full Member Meetings

- Who: All Council members and advisors (if available)
- When: Once per month
- Purpose: Conduct general Council business
- Facilitator: President
- Agenda Set By: Vice President, with input from other Council leadership
- Minutes Taken By: Vice President, minutes emailed after the meeting
- Council meetings generally consist of the following items:
 - o Executive Update and Strategy Development
 - o Committee Work Time
 - o Collaboration and/or Delegate Time

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- o Committee Updates
- o Council Member Development Activities (such as training or networking opportunities; these can be delegated to committees or to external presenters)
- o Member Announcements

11. Council Approval Process

The Council will strive towards consensus when making decisions. In order to gauge Council opinion on a topic and whether the full consensus decision-making model is necessary, a thumb vote (thumb up is "I Support"; thumb down is "I am against"; thumb sideways is "I have a question that needs addressing or a comment I need to add") should be taken upon introduction of an issue.

When a decision must be made, the Council should follow a consensus decision-making model as facilitated by the President or Vice President and following the steps below (Edited from <http://www.consensusbook.com/>):

Step 1: Framing the Topic

- Clarify the essence, goals and appropriate process for each issue.
- Introduce the discussion.

Step 2: Open Discussion

- Inspire an open-minded, creative discussion.
- Provide guidelines and structure for the discussion.
- Manage the discussion.
- Support full and varied participation.
- Record the ideas generated.

Step 3: Identifying Underlying Concerns

- Ask the group to identify all the stakeholders affected by the issue.
- List all underlying concerns of each stakeholder.
- Gather all the identified concerns to form the basis for collaborative proposal development.

Step 4: Collaborative Proposal Development

- Describe the collaborative process of taking turns to build multiple proposals.
- Help the group select root ideas on which to develop proposals.
- Help the group develop each option to its full potential.

Step 5: Choosing a Direction

- Check for readiness to choose a direction.
- Analyze the proposal options.

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- Use thumb voting to choose which option to develop further.

Step 6: Synthesizing a Final Proposal

- Review any unsatisfied concerns.
- Identify details that might improve the proposal.
- Select which details to include in the proposal.
- Compose final wording for the proposal and a process for deciding any unresolved details.

Step 7: Closure

- Apply the group's final decision rule.
- Optional: Provide empathy for any unsatisfied participants.
- Optional: Ratify acceptance of the group decision.
- Optional: Request cooperation in implementing the decision.

Note: the President and Vice-President may omit parts or steps of the above process if appropriate. After the above model is used, a vote should take place to confirm consensus among Council members. Voting may take place either through written ballots or by thumb vote. The Council should strive for a 2/3 majority.

If there are 3 or more options to vote upon, the Council may use range voting (<http://rangevoting.org/>) in lieu of the options above. In the event that there are a multitude of options and feedback is desired, the Dotmocracy (<http://dotmocracy.org/>) approach may be taken.

12. Committee Descriptions

- **Service Committee:** Develops and implements service projects to engage members throughout the year and around the state. Main events are the 9/11 Day of Service, MLK Day, and AmeriCorps Week.
- **Social and Networking Committee:** Creates events and activities that foster community, collaboration, and communication between AmeriCorps members throughout Minnesota.
- **Education and Training:** Provides appropriate training and educational opportunities to Council members and AmeriCorps members throughout Minnesota.
- **Communications Committee:** Promotes national service in Minnesota and broadcasts the work of the Council and AmeriCorps as a whole both internally to the Council and externally through monthly newsletters, the website, and other media outreach.

13. Attendance and Cancellation Policy

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Attendance at Council meetings

All Council members are required to attend all full Council meetings. The Vice President will take attendance at each meeting. If a member cannot attend, he/she should notify both the relevant committee chair and the Vice President at least 24 hours in advance. If a member misses two meetings (either Council or committee meetings) without providing adequate notice or sufficient reason, the member's AmeriCorps Program Manager will be notified, and the Member Removal process may be initiated.

Attendance at Ambassador Conference Calls

All Ambassadors are required to call in to monthly Ambassador conference calls. The Vice President will take attendance at each meeting. If a member cannot attend, he/she should notify the Vice President at least 24 hours in advance. If a member misses two meetings without providing adequate notice or sufficient reason, the member's AmeriCorps Program Manager will be notified, and the Member Removal process may be initiated. If possible, the Ambassador should have another member from his/her cohort participate in the conference call in case the Ambassador cannot make it.

Attendance at Committee and Executive Team meetings

All committee members are required to attend monthly committee meetings in addition to monthly Council meetings. The Committee Chair will take attendance at each committee meeting. If a member misses two meetings (either Council or committee meetings) without providing adequate notice or sufficient reason, the member's AmeriCorps Program Manager will be notified, and the Member Removal process may be initiated.

If a Committee Chair cannot attend an Executive Team meeting, he/she should have another member from his/her committee attend.

Attendance at other Council-sponsored events

While the attendance policy will differ from event to event, the official InterCorps Council of Minnesota Attendance Policy for events such as service projects, trainings, professional development opportunities, or organized social events is as follows:

If you are unable to attend [event], please notify [event lead] at [committeeemailaddress@iccmnnesota.org] within 48 hours, if possible. This will ensure that space will be made available to those on a waiting list [if applicable to said event].

Committees will decide if they would like to include this attendance policy in their media outreach materials or if they would like to modify it based on the event. If they would like to edit it, they may do so. Then, they should send the information to whomever is responsible for communicating the event information to the audience (whether that's the Communications Committee or a member of the

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committee that is sponsoring the event). That said person or committee will be responsible for disseminating this information to the event audience, AmeriCorps members and programs, and/or the general public.

In the event of inclement weather or extremely low participation, the Council may choose to cancel an event. The event organizers should collaborate with Council leadership to make this decision, and do their best to notify all registered participants of the cancellation.

14. Evaluation and Assessment

To support the InterCorps Council of Minnesota's goal of increasing the Council's transparency and accountability, all major Council initiatives should include a plan for evaluation and assessment of the initiative. Plans for evaluation and assessment should be developed in consultation with the Council's Results and Impact Specialist.

15. Transition Process

Role of the Council in the transition process

Each year's Council will discuss and formally approve a calendar for the next year's InterCorps Council at the June Council meeting. This calendar should include AmeriCorps Week, 9/11 Day of Service and Remembrance, Dr. Martin Luther King Day of Service, and Council meetings. This will be done to provide a framework for the new council. Prior to the June meeting, each committee will develop a calendar proposal for their work for the coming year. Proposals should reflect the Council's commitment to quality work that engages and empowers AmeriCorps members and Minnesota's communities. The following year's Council will adopt this calendar, making changes as necessary with the approval of the Council.

Transition Team

The Transition Team is made up of Council volunteers who are interested in helping plan for the following year's Council.

Major activities of the transition team include:

- Plan, promote, implement, and evaluate service projects for the 9/11 Day of Service and Remembrance.
- Continue Council activities (as applicable) while the Council is not in session during the summer.
- With support from the advisors, help plan and implement Council orientation the following October and introduce new members to the vision of the Council.

The members of the Transition Team should be identified prior to the last Council meeting. The Transition Team should plan Council orientation and include the following agenda items:

- Icebreakers and other get-to-know-you activities

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- A history and overview of the InterCorps council of Minnesota, including the vision, goals, structure, growth, etc.
- Committee meeting time
- Executive team leadership elections