



## ***Missouri Community Service Commission*** **ROLES & RESPONSIBILITIES**

***Mission:*** *The Missouri Community Service Commission (MCSC) connects Missourians of all ages and backgrounds in an effort to improve unmet community needs through direct and tangible service. The MCSC serves as the administrator for AmeriCorps State funding in Missouri by awarding monetary grants and providing technical assistance and support.*

***Vision:*** *To Strengthen Missouri Communities Through Volunteerism and Service*

*The Commission works as a point organization for promoting and recognizing service, volunteers, and by supporting quality service projects. Its programs range from tutoring and mentoring to disaster relief to lead abatement and housing rehab. The Commission collaborates with volunteer organizations, state agencies, and other National Service administrators to make it possible for every Missourian to serve their country by engaging in community service and volunteerism.*

*The Missouri Legislature created the Commission in 1994 in response to the National and Community Service Act passed by Congress the previous year. It has up to twenty-five members appointed by the Governor and confirmed by the State Senate. It is part of the Department of Economic Development's Business and Community Services Group.*

### **As a Missouri Community Service Commissioner, your key roles will be to:**

- *Assist the State in carrying out national and community service activities;*
- *Promote the Commission in its leadership role with respect to national service and volunteerism within the State;*
- *Be actively involved and participative. This includes attendance at Commission and Committee meetings, participating in committee work, and involvement in other Commission related activities and trainings;*
- *Be thoroughly knowledgeable about the Commission, its mission, goals and objectives;*
- *Work closely with volunteer leadership in support of the Commission;*
- *Serve as a resource for fellow commissioners, as needed;*
- *Be an advocate for all national service programs and initiatives, especially those funded or supported by the Corporation for National and Community Service;*
- *Keep staff apprised of Commission activities, goals and objectives;*
- *Encourage the public's knowledge of and involvement in appropriate Commission-related work, including Make a Difference Day, Missouri Service Day, AmeriCorps programs, peer review opportunities, and unified state planning;*
- *Help ensure that all Commissioners are knowledgeable about AmeriCorps\*VISTA, Senior Corps programming and Learn & Serve both at the state and national levels;*
- *Communicate with other commissioners and Commission staff, as appropriate, including providing them with information that they might not otherwise receive.*

**Estimated time required:**

- *The full commission meets quarterly.*
  - *The first meeting is planned around the deadline to vote on and to submit AmeriCorps competitive applications to the Corporation for National and Community Service.*
  - *The second meeting is planned around deadlines to review AmeriCorps formula applications and to vote on the funding of those applications. This meeting is held in conjunction with the MCSC Annual Banquet on Volunteerism and Service.*
  - *The third meeting is dedicated to commissioner training.*
  - *The fourth meeting is dedicated to strategic planning and the Unified State Plan.*
- *All meetings are held for one day only with the exception of the second meeting which involves one overnight stay. During this second meeting, the annual banquet is held on the evening of the first day and the full quarterly meeting is held the second day and adjourns at noon.*
- *Each member of the Commission will be appointed to a committee by the Chair based on his/her area of expertise and interest.*
- *Each of the three committees described in the bylaws conduct monthly conference calls, as needed; lasting on an average of one hour. Committee members are expected to participate.*
- *Each committee is responsible for developing an annual work plan that reflects the Commission's strategic plan.*
- *Two-three quarterly meetings are held at program sites and will include a brief tour and/or presentation by that AmeriCorps project.*
- *Each Commissioner is expected to support Make a Difference Day which occurs annually on the fourth Saturday of October.*