

## PENN SACCA Volunteer Opportunities by Committee

### Advocacy

What the committee does:

- ⇒ Strengthens relationships with key partners who can advance our vision through better coordination of services and resources to support advocacy efforts.
- ⇒ Coordinates and facilitates an advocacy campaign geared toward advancing the mission and vision of PENN SACCA.
- ⇒ Monitors and responds to legislation, information, and public policies affecting school-age care and related fields.

Ways you can help:

Name of Job	Description	Frequency
PA State Advocacy Day/Regional Coordinator	Recruit Afterschool Stakeholders to attend the Annual PA Afterschool Advocacy Day. Facilitates coordination of transportation. Attends advocacy training. Is a team leader on visits to legislators during Advocacy Day. Completes legislative meeting reports for the visits they lead and facilitates collection of legislative meeting reports from members of their region.	Annually February – May.  Preparation 10-15 hours.  Advocacy Day 8-10 hours
Policy Survey Leader	Develops, conducts and analyzes policy issue surveys of PENNSACCA Members	Annually Preparation 4-6 Hours Analysis 4-5 hours

Who to contact:

Name	Position	Phone	Email
Kacy Conley	Chair	443-690-0997	kacyconley@verizon.net

### Communications

What the committee does:

- ⇒ Creates, solicits, and distributes materials to the membership no less than twice a year.
- ⇒ Edits and distributes the organization's newsletter, PENN SACCA Reports.
- ⇒ Supervises the maintenance of the PENN SACCA web page.

Ways you can help:

Name of Job	Description	Frequency
Proof Reader	Proof read PENN SACCA Reports for content and errors	Quarterly (Dec.-Jan, March-April, June-July, Sept.-Oct.)
Newsletter Colleague	Solicit articles and important information for PENN SACCA Reports	Ongoing

Who to contact:

Name	Position	Phone	Email
Valerie Clark	Co-Chair	215-244-4014	vaclark@comcast.net
Pat Hunter	Co-Chair	(W) 610-252-0559 x16	phunter@springgardenchildrenscenter.org

## **PENN SACCA Volunteer Opportunities by Committee**

### **Finance**

What the committee does:

- ⇒ To oversee fiscal reports prepared by the treasurer and any outside accountants.
- ⇒ To ensure required annual tax and government forms are prepared and submitted.
- ⇒ To assess the accountant's annual review of fiscal records and submit to the board for approval.
- ⇒ To recommend the annual budget for approval to the board.
- ⇒ To set long range financial goals
- ⇒ To determine financial strategies to achieve financial goals

Ways you can help:

<b>Name of Job</b>	<b>Description</b>	<b>Frequency</b>
Investment Researcher	The Investment Researcher will explore investment options to identify the possibilities for PENN SACCA to increase returns on investments.	Once Annually

Who to contact:

<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Jim McPartlin	Co-Chair	215-514-6940	jmcpartlin101@verizon.net
Joyce Lang	Co-Chair	610-865-2623	jelang88@gmail.com

**Continued on next page...**

## PENN SACCA Volunteer Opportunities by Committee

### Governance

What the committee does:

- ⇒ Reviews bylaws, policy and procedures and makes suggestions for revisions.
- ⇒ Annually assess needs for board composition by determining the knowledge, attributes, skills, abilities, and influence of board members, and assess what future issues the board will need to consider.
- ⇒ Design and implement an ongoing program of board education to keep board members knowledgeable enough to discharge their duties as individuals and as a board.
- ⇒ Lead the board in an annual self-assessment of the board's performance and propose.
- ⇒ Draft a recruitment plan and continuously cultivate outstanding community leaders as new board member prospects.
- ⇒ Oversees the election process of board members and officers.

Ways you can help:

Name of Job	Description	Frequency
Bylaw Reviewer	If you have experience with bylaws, assist with the review of PENN SACCA bylaws and procedures and make suggestions if needed	Once/year
Board Member Assessment Developer	If you have experience with board member assessments, assist with the development of a tool to assess the current knowledge, attributes, skills, abilities, and influence of board members	Prior to October
Board Self-Assessment Developer	If you have experience with board assessments, assist with the development of a tool for the board to do a self-assessment of their performance and propose	Prior to October
Board Educator	If you have experience in board education, assist in designing (and implementing if desired) a board professional development session	When available for scheduled board meetings (3-19-15, 5-21-15, 10-15-15)
Recruiter	Based on the mission, vision, values and assessed needs of the board, assist in cultivating outstanding community leaders as new board member prospects	Ongoing
Recruitment Developer	Share expertise on ways to recruit new directors	Prior to October
Orientation Reviewer	Using personal expertise, review PENN SACCA's orientation process for new directors and provide suggestions for changes if needed	Prior to February

Who to contact:

Name	Position	Phone	Email
Lauren Haag	Chair	814-466-7584	lbhaag@comcast.net

## PENN SACCA Volunteer Opportunities by Committee

### Membership

What the committee does:

- ⇒ Align membership with NAA's MOA
- ⇒ Develop and maintain web-based and print materials regarding membership
- ⇒ Recruit new members
- ⇒ Contact members with expiring/expired memberships
- ⇒ Process memberships in a timely manner
- ⇒ Follow-up on any membership inquiries
- ⇒ Survey membership to determine how we can better meet their needs
- ⇒ Communicate with NAA as required by MOA

Ways you can help:

<b>Name of Job</b>	<b>Description</b>	<b>Frequency</b>
Recruiter	Contact persons in your area regarding membership in PENN SACCA	Ongoing
Vendor	Display PENN SACCA materials & respond to questions at local OST events	When scheduled
Survey Developer	If you have experience with assessments, assist with the development of a tool to assess the needs of membership	Yearly

Who to contact:

<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Connie Morak	Chair	215 572-0862 x202	conadc2@aol.com

**Continued on next page...**

## PENN SACCA Volunteer Opportunities by Committee

### Professional Development

What the committee does:

- ⇒ Guides OST professionals towards participation in networks
- ⇒ Maintains PENN SACCA's presence at local, regional, statewide, and national conferences
- ⇒ Implements and/or advertises OST professional development opportunities
- ⇒ Plans and oversees the annual PENN SACCA conference.

Ways you can help:

Name of Job	Description	Frequency
Presenter and/or Topic Advocate	If members know of a presenter or a great topic for the PENN SACCA conference, contact the committee	Ongoing
Presenter Recruiter	Share the Request for Presenters with qualified instructors.	March thru May
Conference Recruiter	Forward conference brochure to others	August thru October
Conference Attendants	Escort presenters and participants to their sessions.	November 13 <sup>th</sup> & 14 <sup>th</sup> , 2015
PENN SACCA Representative at Local Network Meetings	Contact Professional Development Co-Chairs for current information PENN SACCA wants shared with local groups	Ongoing

Who to contact:

Name	Position	Phone	Email
Shasta Wagner	Co-Chair	814-410-5568	shastawagner@live.com
Lucy Stauffer	Co-Chair	717-392-2115 x 136	lstauffer@lanasterrec.org