



# VOLUNTEER GROUP DESCRIPTIONS

Girls on the Run of Eastern Iowa utilizes multiple group structures to support the work of our organization: *standing committees* help manage ongoing organizational activities; *task forces* manage time-limited assignments; *advisory groups* provide guidance and insight on particular issues. The following groups will be in operation for the 2023-2024 fiscal year:

## 5K Task Force:

**Goals & Purpose:** The primary goal of the 5K Task Force is to evaluate the regional needs of Girls on the Run (GOTR) teams in the Iowa City/Cedar Rapids Corridor and Cedar Valley and develop a long-term approach to the execution of one or more 5K events. The task force will take into account the current state and future growth of the region (1-3 years) and leverage council and local/regional resources to ensure successful and sustainable events.

## Strategic Imperatives and Activities:

- Evaluate Regional Needs and Resources: The task force will conduct a thorough assessment of the regional needs of GOTR teams, including participant numbers, geographic distribution, and logistical requirements. They will also identify available resources, such as venues, volunteers, sponsors, and community support.
- Propose 5K Plan(s): Based on the evaluation of regional needs and available resources, the task force will develop one or more comprehensive 5K event plans. These plans will outline the event structure, logistics, timeline, budget, and strategies to ensure inclusivity, participant engagement, and safety. The plans should align with the parameters provided by the governing board.
- Recruit Robust 5K Committee(s): Once the 5K plan(s) have been approved, the task force will be responsible for recruiting a robust 5K committee(s) to support and implement the recommended plans. The committee(s) will be composed of dedicated volunteers who will work closely with the task force to ensure successful execution of the events.

## Composition:

- Co-chaired by a staff or board member liaison and a Volunteer Subject Matter Expert
- 3-6 individuals who are actively operating within the Cedar Valley/Corridor sub-committees. These representatives should have knowledge of the local communities, experience in event planning, and a strong commitment to the goals and purpose of the task force.

## Cadence:

- Meeting cadence will be set by the committee with the following milestones/deliverables in mind: Needs assessment complete with options for both short-term and long-term plans for board review by October; Plans for interim Spring 2024 5K(s) confirmed by January 2024, annual 5K plan for 2024-2025 year finalized and approved by board by May 2024.

## Operations Advisory Council

**Goals & Purpose:** The Operations Advisory Council are subject matter experts that provide consultation, advice, and recommendations on policies, procedures, and practices to support strong internal operations. By focusing on key areas such as finance/accounting, human resources, and technology, the committee seeks to enhance organizational efficiency and effectiveness.

### Strategic Imperatives and Activities:

- Finance/Accounting: Recommend and draft financial policies and procedures to ensure sound financial management; contribute to financial planning conversations to support budgeting and resource allocation decisions.
- Human Resources: Assess the current benefits structure and provide advice on the possibility of transitioning from QSERA HRA to a full benefit plan; offer consultation on employee handbook updates, ensuring compliance with regulations and best practices; provide guidance on workforce planning to optimize staffing needs and foster a positive work environment.
- Technology (IT/Security/Google Workspace Administration): Advise on cyber security policies and practices to protect organizational data and privacy; Utilize Google Workspace administration knowledge to advise on shared drive structure and access, optimizing collaboration and document management; Assess existing hardware and software, and develop a technology plan to support the organization's evolving needs.

### Composition:

- Executive Director and Treasurer serve as liaisons to this group.
- 2-3 board or non-board members who are subject matter experts in finance/accounting, human resources, and/or technology and who bring relevant experience and expertise to the committee's discussions and initiatives.

### Committee Cadence:

- Full committee/council meetings: The full committee may not meet regularly outside of an initial orientation meeting. However, they will convene as needed to discuss overarching goals, monitor progress, and address any issues which may require collective discussion. Individuals or small groups within the committee will convene as project needs arise, allowing for focused discussions and actions to be taken.
- Time commitment: 5-8 hours per month, considering both full committee and project-based meetings, as well as individual contributions to the committee's initiatives

## Program Committee

**Goals & Purpose:** The Program Committee of Girls on the Run Eastern Iowa Council is passionately committed to advancing the program's strength and impact by prioritizing coach mentorship and development. The committee aims to amplify the principles of inclusion, diversity, equity, and access (IDEA) by providing recommendations and implementing changes to policies, practices, and resources. Its primary focus is to empower council staff, coaches, and site liaisons to create positive experiences for participants and families, ensuring their accessibility and engagement with the program.

### **Strategic Imperatives and Activities:**

- IDEA (Inclusion, Diversity, Equity, and Access): Collaborate on policy and practice recommendations to foster a supportive environment that embraces IDEA principles; develop resources to assist council staff, coaches, and site liaisons in promoting access and positive experiences for all participants and families with a focus these immediate areas:
  - Representation: Implement strategies to align the racial/ethnic diversity of coaches with the demographics of the program sites.
  - Barrier Mitigation: Identify and address common barriers to program access, such as language, transportation, and financial constraints.
  - Resources and Learning: Provide ongoing learning opportunities and resources to coaches, specifically addressing the needs of neurodivergent participants, trans/non-binary/gender-fluid participants, and raising awareness of working with Muslim participants.
  - Coach Mentorship & Support (Sub-committee): Offer subject matter expertise from committee members in mental health, positive behavior interventions and supports, neurodivergence/disability support, and LGBTQIA+ youth to support coaching teams facing specific challenges; Provide additional support to coaches virtually or on-site, as needed and warranted.
  - New Site Recruitment & New Coach Mentoring (Sub-committee): Facilitate the process of engaging prospective new sites, guiding them through the site confirmation and coach recruitment process; serve as mentors to new coaching teams, ensuring a smooth transition as they start their first season, both at new and existing sites.
  - Additional Activities: Support key season planning points, such as amplifying site and coach recruitment processes; contribute to the Coach Facebook group by sharing learning resources, fostering community, and responding to questions; assist in the distribution and collection of site materials; Conduct site visits to provide guidance and support; serve as substitutes in the coach pool as needed and available.
  - Qualifications: Committee members must have completed the newest edition of National Coach Training and be familiar with the curriculum for the current season.

### **Composition:**

- Co-chaired by a board member and program staff member
- 6-15 members, current or former coaches with subject matter expertise who bring their valuable insights and perspectives to the committee's work. Ideally, 2-3 Individuals from Each Major Market Area (Cedar Valley, Cedar Rapids, Iowa City): Representatives from these areas contribute their localized expertise and help address region-specific considerations.

### **Cadence:**

- Monthly meetings throughout the year, with potential for bi-weekly connections as sub-committee or project work requires. Individuals or small groups within the committee will convene as project needs arise, allowing for focused discussions and actions to be taken.
- Time commitment: 6-12 hours per month, considering both full committee and project-based meetings, as well as individual contributions to the committee's initiatives

## Development & Community Outreach

**Goals and Purpose:** The Development and Community Engagement Committee is committed to cultivating and growing diversified contributed income funding streams to ensure the sustainability and capacity-building opportunities for the organization. In the absence of development staff, the committee serves an essential function in supporting stewardship and community awareness/outreach functions, as well as encouraging the full board's engagement with fund development.

### Strategic Imperatives and Activities:

- Lead the board in cultivating relationships with individual donors and sponsors, providing personalized stewardship to enhance their engagement and long-term commitment.
- Plan, coordinate, and facilitate community fundraising and outreach efforts including: online giving campaigns/challenges, 5K fundraising opportunities, SoleMates campaigns, end-of-year appeal, etc.
- Research and recommend potential fundraising programs (e.g. Unstoppable Us, Soles4Soles, etc.)
- Cultivate relationships with local businesses to secure their involvement in fundraising activities and events.
- Engage community members, organizations, and stakeholders to build relationships and foster a positive image of the organization.
- Encourage and support board members in their fundraising efforts, providing training, guidance and resources as needed

### Committee Composition:

- Vice Chair or Development Chair: Leads the committee's activities and ensures alignment with the organization's goals.
- 2-4 Board Members: Actively participate in fundraising efforts, bringing their skills and networks to support the committee's objectives.
- Additional non-board members may join the committee to contribute their expertise in stewardship, community outreach, or corporate engagement.

### Committee Cadence:

- The committee meets at least monthly, with flexibility to adjust the frequency based on the timing of fundraising events, activities, and campaigns.
- Sub-committees may convene as needed to carry out specific fundraising events or activities, ensuring effective coordination and supervision.

## Governance/Personnel (Board/Past Board Only)

**Goals and Purpose:** The Governance & Personnel Committee helps the board - and ultimately the organization- reach its full potential by implementing effective policies and practices, cultivating a pipeline of diverse and qualified board candidates, and working with the Executive Director to attract, retain, and develop a diverse and staff and volunteer workforce.

### Strategic Imperatives and Activities:

- Engage board members in a robust recruitment, orientation, and onboarding process for new board members and committee members, cultivating a pipeline of diverse and qualified board candidates, aligned with the organization's strategic needs.

- Equip the board and committees with tools, knowledge, and skills to support the organization, through orientation and ongoing education programs to enhance board members' understanding of their roles and responsibilities
- Formally assess the organization's performance, through semi-annual board assessment and annual Executive Director performance evaluation.
- Review, develop, and recommend governance policies and practices to enhance board effectiveness, transparency, and accountability; ensure compliance with legal and regulatory requirements, as well as adherence to best practices in nonprofit governance; evaluate and recommend improvements to the board's structure, composition, and committee assignments to ensure optimal board performance.
- Facilitate the process of board succession planning, including the identification and nomination of potential board officers and committee chairs. Develop a succession plan for key leadership positions to ensure a smooth transition in the event of planned or unexpected vacancies.
- Collaborate with the Executive Director to develop strategies for attracting, retaining, and developing a diverse and talented workforce, including adoption of personnel policies and practices that align with legal requirements and support a positive and inclusive work environment.

**Committee Composition:**

- Board Chair and Governance Committee Co-Chair:
- 2-4 board members
- Executive Director

**Committee Cadence:**

Monthly or bi-monthly, may be more or less depending on business for that month and board recruitment cycle