EXECUTIVE ORDER NO. 10

STATE COMMISSION ON NATIONAL AND COMMUNITY SERVICE

WHEREAS, National Service is a cost-effective answer for addressing many of the country's unmet social, environmental, educational and public safety needs; and

WHEREAS, community service encourages civic responsibility, cultivates leadership, and empowers communities to improve their quality of life; and

WHEREAS, collaborative partnerships among or between individuals, business and government address the needs of children and families and therefore invest in the long-term prosperity of this state; and

WHEREAS, a state commission is necessary to advise and assist in the development of a comprehensive, statewide service plan for promoting diverse, all inclusive volunteer involvement.

NOW, THEREFORE, based upon these considerations, and for other good and valid reasons which relate thereto, I, Jim Folsom, as Governor of the State of Alabama, by virtue of the authority vested in me by the Constitution and laws of Alabama, do hereby establish a State Commission on National and Community Service. Such establishment shall comply with the following requirements:

Section 1. Establishment

The State Commission on National and Community Service ("Commission") is hereby established to encourage community service and volunteer participation as a means of community and state problem-solving; to promote and support voluntary citizen involvement in government and private programs throughout the state; to develop a comprehensive vision and strategic plan for community service initiatives in Alabama; and to serve as the state's liaison between national and other state organizations in concert with the Alabama strategic plan.

Section 2. Membership.

a. Members of the Commission shall be appointed by the Governor on a bipartisan basis. The Commission shall consist of twenty-one (21) voting members. Not more than 50 percent of the Commission plus one member may be from the same political party. To the extent possible, it shall be balanced according to race, ethnicity, age, disability, and gender characteristics. One-third (1/3) of the initial members of the Commission shall be appointed for a term of one (1) year; one-third (1/3) for a term of two (2) years; and one-third (1/3) for a term of three (3) years. Following expiration of these initial terms, all appointments shall be for three (3) year terms.

Members may not serve two (2) consecutive terms.

B. The Commission's voting members shall include, but not be limited to:
   (1) Individuals with expertise in the educational, training, and developmental needs of youth, particularly disadvantaged youth.
   (2) Individuals with experience in promoting the involvement of older adults in service and volunteerism.
   (3) Representatives of community-based agencies or community-based organizations within the State.
   (4) The State Superintendent of Education or his/her representative.
   (5) Representatives of local governments in the State.
   (6) Representatives of local labor organizations in the State.
   (7) Representative of business.
   (8) Individuals between the ages of 16 and 25 who are participants or supervisors in volunteer or youth service programs.
   (9) Representatives of the Corporation for National and Community Service described in Section 122(a) of the United States House of Representatives' Conference Report 103-219 ("Conference Report"), as a non-voting, ex-officio member.

C. The Commission voting members may include, but are not limited to:
   (1) Members selected from among local educators.
   (2) Members selected from among experts in the delivery of human, educational, environmental, or public safety services to communities and persons.
   (3) Representatives of Native American Indian tribes.
   (4) Members selected from among out-of-school-youth or other at-risk youth.
   (5) Representatives of entities that receive assistance under the Domestic Volunteer Service Act of 1973 (42 U.S.C. 4950 et seq.)

D. Not more than 25 percent of the Commission voting members may be employees of state government, though additional state agency representatives may sit on the Commission as non-voting, ex-officio members.

E. Vacancies among the members shall be filled by the Governor to serve for the remainder of the unexpired term.

Section 3. Officers.

The Officers of the Commission shall be Chair, Vice-Chair, Secretary and Treasurer. All officers shall be elected by the voting Commission members from among their ranks and shall serve for a term of one year. Vacancies in any offices shall be filled with an election by the Commission for the remainder of the unexpired term.

a. Chair: It shall be the responsibility of the Chair to preside at all meetings of

the Commission; to appoint all committee chairs; to assist all chairs in the planning of committee activities; to supervise all chairs as to the management of committee plans; to execute the wishes of the board; and to be an ex-officio member of all committees.

b. Vice-Chair: The Vice-Chair shall assist the Chair, and, in the absence of the Chair, perform those duties. The Vice-Chair shall accept special assignments from the Chair and perform other duties as delegated by the Commission.

c. Secretary: The Secretary shall be responsible for the minutes of the meetings of the Commission and the Executive Committee; shall keep an updated list of names, addresses, and telephone numbers of all Commission and Standing Committee members; and shall keep a record of attendance at meetings.

d. Treasurer: The Treasurer, in cooperation with the Governor's Office on National and Community Service shall oversee the preparation of all funding applications. The Treasurer shall also report on finances to the Commission at each meeting.

Section 4. Rescinding Governor's Office on Volunteerism (GOV). Establishing the Governor's Office on National and Community Service.

The Governor's Office on Volunteerism (GOV), established by Executive Order No. 12, dated July 9, 1987, is herein rescinded. All other Executive Orders relating to the former Governor's Office on Volunteerism are hereby revoked and rescinded.

There is hereby established and created a separate and distinct office to be known as the Governor's Office on National and Community Service. The staff of the Governor's Office on National and Community Service shall consist of one or more administrators, assistant administrators (as necessary), and a secretary. Staff will be appointed by the Governor. All functions and records for the heretofore said Advisory Council to the Governor's Office on Volunteerism are hereby transferred to the Commission, and the Advisory Council is disbanded.

Section 5. Duties and Responsibilities.

The Governor's Office on National and Community Service shall in the performance of its duties and responsibilities:

a. Serve as a statewide advocate for community service.

b. Facilitate and encourage communication and collaboration among and between individuals, communities, and organizations--public and private.

c. Provide training and technical assistance for community service programs.

d. Encourage volunteer recognition activities and greater citizen participation in community service.

e. Foster coordination of state services by encouraging state departments and agencies to collaborate.

f. Provide resource information concerning funding and model programs in community service.

g. Administer and implement policies of the State Commission on National and Community Service.

The administrators of the Governor's Office on National and Community Service shall take the necessary steps to coordinate volunteer programs with other public or private programs or projects carried out at the state and local level. State agencies shall cooperate with the administrators of the Governor's Office on National and Community Service in disseminating information about the availability of assistance under this Executive Order.

The Governor's Office on National and Community Service shall be funded either from revenues received from the Governor's Office or from revenues appropriated by the Legislature directly to the Governor's Office on National and Community Service; likewise, funds previously appropriated to the Governor's Office on Volunteerism, if any, shall be immediately available for the funding of the newly created Governor's Office on National and Community Service.

Section 5. Standing Committees.

The standing committees shall advise and assist the Commission in carrying out its duties and responsibilities. Committee chairs shall be appointed by the Commission and the committees' members need not be limited to Commission members. The Commission chair, in consultation with the committee chairs, shall name the committees' members. Standing committees of the Commission shall include but will not require or be limited to:

a. **Youth Voice:** The standing committee on Youth Responsibilities and Participation is restricted to persons between the ages of 16 and 25. Its responsibilities shall include developing, recommending and implementing approved commission policies and programs. A major directive is to always bring the perspective of young people to all Commission discussions and decisions.

b. **Volunteer Recognition:** The standing committee on Volunteer Recognition shall assist with the implementation of Governor's awards relating to exemplary

volunteer service in the State; work with individual communities to develop local recognition programs; and explore additional opportunities to recognize individuals and organizations addressing community needs through volunteer service.

c. **Evaluation:** The standing committee on Evaluation shall evaluate each program funded by the Corporation for National Community Service (described in the Conference Report) and state organizations which support the purpose of the Commission to assure their on-going quality and compliance.

d. **Community Coordination:** The standing committee on Community Coordination shall promote communication and information sharing between state and local private and public initiatives to meet community needs.

e. **Resource Development (Funds):** The standing committee on Resource Development shall develop and implement strategies to secure local, state and federal resources in support of the Governor's Office on National and Community Service.

f. **Publicity and Public Relations:** The standing committee on Publicity and Public Relations shall work with the Commission produce and disseminate a newsletter showing the public what the Commission is about and how National and Community Service can benefit their community.

Section 6. Meetings.

The Commission shall meet at least quarterly. Failure to attend at least 75 percent of called meetings in any calendar year shall result in removal from the Commission. A quorum shall consist of a simple majority of voting members.

Section 7. Duties.

The Commission shall, in the performance of its tasks and functions:

a. Ensure that its funding decisions meet all federal and state statutory requirements.

b. Recommend innovative, creative, statewide service programs to increase volunteer participation in all age groups and community-based problem-solving among diverse participants.

c. Develop and implement a centralized, organized clearinghouse to offer information and technical support concerning volunteerism and community service recruitment, projects, training methods, materials, and activities throughout Alabama.

d. Promote strong interagency collaboration as an avenue for maximizing

resources and provide that model on the State level.

e. Provide public recognition and support of individual volunteer efforts and successful or promising private sector initiatives and public/private partnerships which address community needs.

f. Stimulate increased community awareness of the impact of volunteer services in Alabama.

g. Utilize local, state, and federal resources to reinforce, expand, and initiate quality service programs.

h. Plan and implement volunteer programs.

i. Serve as the state's liaison and voice to appropriate national and state organizations which support its mission.

j. Prepare a national three-year service plan for the State which follows state and federal guidelines.

k. Prepare the financial assistance applications of the State under Sections 117B and 1301 of the Conference Report.

l. Make suggestions to the Alabama Department of Education and appropriate legal entities for assistance under Section 113 of the Conference Report.

m. Prepare the State's application under Section 130 for the approval of service positions such as the national service educational award described in Subtitle D of the Conference Report.

n. Make technical assistance available to enable applicants to plan and implement programs under Section 121, and to apply for assistance under the federal service laws such as the Conference Report.

o. Assist in the provision of health care and child care benefits under Section 140 to participants in national service programs that receive assistance under Section 121 of the Conference Report.

p. Develop a state system for recruiting and placing participants in programs that receive assistance under the national service laws and disseminate information concerning national service programs that receive such assistance or approved National Service positions.

q. Administer the State's grant program in support of national service programs (using

assistance provided to the State under Section 121 of the Conference Report) including selection, oversight, and evaluation of grant recipients.

r. Coordinate its functions (including recruitment, public awareness, and training activities) with any division of the federal ACTION program or the Corporation for National and Community Services outlined in the Conference Report.

s. Delegate when necessary any non-policy making activities or decisions to staff, standing committees, other agencies, etc.

Section 8. Administration and Expenses.

The Governor's Office on National and Community Service will provide necessary administrative and staff support services to the Commission. The Commission is authorized to accept funds and in-kind services from other state and federal entities, as authorized by applicable federal and Alabama laws. Per diem allowances or travel reimbursement and subsistence expenses shall be paid to voting members of the Commission when engaged in Commission business in accordance with state allowances.

This Order is effective immediately.

Done in Montgomery, Alabama, this the 5th day of November, 1993.

Jim Folsom
Governor

Attest:

Jim Bennett
Secretary of State