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MEMORANDUM

To: Mayor and City Council
From: Warren Hutmacher, City Manager
Date: April 11, 2011
Subject: **Volunteer Coordinating Committee**

BACKGROUND

The Volunteer Coordinating Committee was established in January 2009 to respond to the civic needs of the City of Dunwoody, its residents, businesses, and elected officials by promoting and facilitating volunteer involvement through partnership with nonprofit organizations, local merchants, government, places of worship, schools, and individuals for personal and community enrichment.

Although the Volunteer Coordinating Committee has been highly successful since its creation, coordinating the involvement of hundreds of volunteers at different events such as the Clean, Shine, Fix-Up Dunwoody Day, it has done so without formal organization or structure. At the March 28, 2011 Work Session, the City Council discussed formalizing this committee with structure akin to other City advisory committees such as the Sustainability Commission and asked staff to begin this process.

Staff has reviewed applicable guidelines in [Article V](#) of Chapter 2 Administration which governs the establishment of Advisory Committees. Based in section [2-109](#), each committee member should be a resident of the City of Dunwoody and the Council may establish further qualifications for members of the committee. Additionally, as outlined in section [2-110](#), the Council may set a term lengths (not to exceed four years) and committee members should have staggered terms.

RECOMMENDATION

Staff recommends the Council designate a four year term length for members, and that Mayor and each Council member submit the nomination of an individual to serve on the Volunteer Coordinating Committee to the City Clerk in advance of the April Council voting meeting. The City Clerk will confer with the Mayor for his formal submission of appointments for this Committee.

Although staff believes the Volunteer Coordinating Committee will continue to involve and leverage a large database of volunteers, we believe keeping the appointed Committee as a smaller group will allow the Volunteer Coordinating Committee and its entire volunteer base to maintain its effectiveness. Staff recommends a seven member Committee.