

Commissioner Name: \_\_\_\_\_

Date: \_\_\_\_\_

The Commission on Community Service Bylaws article III, section 1, state: "the commission shall annually conduct an assessment of its effectiveness." Please read through the following sections taken from the Bylaws and mark yes or no, if you believe the Commission meets or achieves these goals and statements. After each section, please comment on what you think is being done well and what needs improvement. The commission as a whole will discuss what, if any, changes are needed.

**From Bylaws Article I, Section C, Purpose of the Organization**

Does the Commission support programs, partnerships, and events that achieve the following goals?	YES	NO
1. To develop and communicate a statewide vision of service and to foster an ethic of service and volunteering throughout the state.		
2. To support the Montana Community Service Act, Title 90, Part 1, MCA, the National and Community Service Trust Act of 1993, the Edward M. Kennedy Act of 2009 and the American Recovery and Reinvestment Act of 2009.		
3. To advance and support community service, service learning and volunteerism among all Montanans.		
4. To renew the ethic of civic responsibility in the state.		
5. To encourage the citizens of the state, regardless of age or income to engage in full or part-time service.		
6. To call young people to serve in projects that benefit the state and improve their opportunities for success through the acquisition of literacy, job skills and interpersonal skills.		
7. To build on the existing organizational framework of state and local governmental entities to expand full-time and part-time service opportunities in a wide variety of programs for all citizens, particularly youth and older Montanans.		
8. To involve participants in activities that would not otherwise be performed by employed workers.		
9. To establish programs to accomplish labor-intensive improvements to public or low-income properties or to provide services for the benefit of the state, its communities, and its people thorough service contracts that specify the work to be performed.		
10. To promote coalitions and collaborative efforts among public, private and nonprofit entities; and federal, state and local agencies that will advance community service programs and activities in each community of the state.		

Successes	Needs Improvement

**From Bylaws Section II, Article A, Powers and Duties**

Does the Commission carry out the following responsibilities?	YES	NO
1. Assisting in the development and coordination of federal and state community service programs, integration of services, dissemination of information, recruitment and training of volunteers, evaluation and accountability for the services provided.		
2. Establishing and developing policy for the operation and governance of the Commission.		
3. Carrying out revisions to policies in the manner prescribed by these bylaws.		
4. Delegating authority to staff or a committee or work group of the Commission.		
5. Making policy and carrying out all statutory responsibilities and acknowledging that the Executive Director is responsible for the management and administration of the Commission office and staff, and carrying out the Executive Director's statutory responsibilities.		

Successes	Needs Improvement

**From Bylaws Section II, Article B, Obligations of the Individual Commission Member**

Do you, as a Commission member, do the following?	YES	NO
1. Acknowledges that no commission member acts alone and exercises authority as a commission member only when acting in a meeting with the full commission or as delegated by the Commission or the Commission Chair.		
2. Acknowledges that the best interest of the Commission and of the people of Montana must prevail over individual interest.		
3. Respects confidentiality in all matters involving the Commission until there are public records of the matters.		
4. Is responsible for exercising due diligence in monitoring and directing the activities of the Commission, including, but not limited to, reviewing information and documentation, reviewing and making recommendations of grants and serving as an ambassador and advocate for the Commission.		
5. Is responsible for active participation in the oversight of Commission activities which include, but are not limited to, attending meetings, reviewing adequate information and documentations and monitoring delegated activities.		
6. Is responsible for attending the regularly scheduled meetings. Failure to comply will be reviewed by the Executive Committee and may result in the member being asked to resign from the Commission.		
7. Is not bound to any geographic area or constituent interest.		
8. Supports the board's final decisions, even if the member disagrees.		
9. Shall not act as a commissioner in any political activity.		
10. Follows ethical requirements for public officers and public employees as outlined in state statute. (2-2-105, MCA).		
11. Observes rules for board and advisory council members and the legislative process contained in the <u>Department Directors, Boards, Commissions, Advisory Councils' Legislative Communications Policy Handbook</u> .		

Successes	Needs Improvement