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Audit and Finance Committee	5

Meeting Date: October 25, 2010

TOWN OF MORAGA STAFF REPORT

To: **Audit and Finance Committee**

From: **Emily Boyd, Interim Administrative Services Director**

Subject: **Review Volunteer Recruitment Plan**

Request

Review volunteer recruitment plan.

Background

Tracy Vesely was appointed Town Treasurer by the Town Council on August 27, 2008. Robert Kennedy has been a member of the Audit and Finance Committee (AFC) since its inception in January 2007. Both of their terms ended on June 30, 2010. See Attachment A – Resolution 35-2008.

AFC's Charter states the "committee shall consist of five members appointed by the Town Council, to include two Town Council members and three members of the public, one of whom will serve as Town Treasurer." At the current time, none of these positions are filled.

Discussion

January is the month when volunteer positions for various Town committees are advertised. Applicant interviews are generally handled in late January or early February. This effort is coordinated by the Town Clerk and staff committee liaisons. Staff suggests that the AFC dovetail its recruitment process with this established procedure. Should the committee agree, staff will conduct recruitment to fill the 3 vacant positions in January, 2011.

Fiscal Impact

The direct fiscal impact is staff time in handling the recruitment as well as incidentals costs such as photocopying meeting materials.

Alternatives

1) Recommend recruiting for volunteers in January, 2011.
2) Provide other direction.

Recommendations

Recruit for AFC volunteers in January, 2011.

Report reviewed by: D. Michael Segrest, Town Manager

Attachments:

A) Resolution 35-2008