

# CVL Organization Support Committee Position

**Position Title:** Member of the Organizational Support Committee

**Location:** CVL Offices and Virtual

**Reports to:** Chair of Organizational Support Committee

**Purpose:** The Organizational Support Committee will provide support to CVL as a whole in a multitude of dimensions. Research, data interpretation, communication, standardization, legal issues and organizational documents are all managed by this committee, and a volunteer will find many great opportunities to get to work with various volunteer teams and ongoing projects.

## Key Responsibilities and Opportunities:

- Long-term logistics planning for growth and sustainability.
- Report group statistics and metrics, which will be used by the outreach committee, fundraising committee and others.
- Legal assistance.
- Policy and procedure updates.
- Research markets, demographics, network trends.

**Qualifications:** Strong interpersonal skills, available by phone and internet, and a desire to support and work with an organization that helps people age safely in their homes and remain engaged with the community.

**Time Commitment:** Flexible, depending on level of availability.

## Benefits:

- Work to improve the lives of others in your community.
- Opportunity to share your skills.
- Be involved at the forefront of a grassroots movement.
- Be a part of the program that brings the community together around aging.
- Expand your personal network.

## Contact for more information:

AmeriCorps VISTA Program Coordinator

Phone: 785-505-0187 or 785-505-0188

Email: [info@communityvillagelawrence.org](mailto:info@communityvillagelawrence.org)

*To learn more about the mission of Community Village Lawrence, please visit:*  
[www.CommunityVillageLawrence.org](http://www.CommunityVillageLawrence.org) or [www.facebook.com/CommunityVillageLawrence](https://www.facebook.com/CommunityVillageLawrence)

Current  
Committee  
Members:  
Ellen Paulsen

## Org Support Committee

Legal /  
501c3 /  
Insurance

LT Planning

Group  
Statistics  
Reporting

Policy  
Standards

Research  
Coordinatr