

# MAINE STATE LEGISLATURE

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OFFICE OF  
THE GOVERNOR

NO. 6 FY 93/94  
DATE March 25, 1994

EXECUTIVE ORDER CREATING THE  
MAINE COMMISSION FOR COMMUNITY SERVICE

WHEREAS, Maine has a long and proud heritage of civic participation and neighbor helping neighbor; and

WHEREAS, there is a growing awareness that fostering that ethic of community service and volunteerism is a vital means of renewing community values, bridging cultural diversity, empowering youth and alienated minorities, and addressing otherwise unmet environmental, human, educational and public safety needs; and

WHEREAS, this growing awareness is part of a nationwide revival of national and community service, bringing together the public, private and non-profit sectors; and

WHEREAS, the state is looking for new and creative ways for pursuing quality in the way we manage and in the way we work together; and

WHEREAS, a state commission is necessary to foster collaboration among state, local and national community service and volunteer programs and activities;

NOW, THEREFORE, I, JOHN R. McKERNAN, JR., Governor of the State of Maine, do hereby create the Maine Commission for Community Service, the organization and functions of which shall be the following:

Purpose

The Maine Commission for Community Service, referred to herein as the "Commission," is established to foster Maine's ethic of community service; to encourage community service and volunteerism as a means of meeting critical human, environmental, educational and public safety needs throughout the state; to serve as the state's liaison regarding national community service and volunteer activities; to foster collaboration among service agencies; to receive gifts and grants; to implement community service programs and make sub-grants to state and local entities in accordance with the federal National and Community Service Trust Act of 1993.

Membership

Membership qualifications. The Commission shall consist of 19 voting members, appointed by the Governor. A member may represent one or more than one category, but each of the following categories must be represented by at least one member:

- a) a representative of a community-based agency or organization;
- b) the Commissioner of the Department of Education or the Commissioner's designee;
- c) a representative of local government;
- d) a representative of a local labor organization;
- e) a representative of business;
- f) an individual who is at least 16 years of age but no more than 25 years of age and who is a participant in or supervisor of a service program for youth or a campus-based or national service program;
- g) a representative of a national service program;
- h) an individual with expertise in the education, training and development needs of youth, particularly disadvantaged youth;
- i) an individual with experience in promoting the involvement of adults aged 55 and older in national service and volunteerism; and
- j) a representative of the Maine volunteer community.

Appointments may also include educators, including representatives from institutions of higher education and local education agencies; experts in the delivery of human, educational, environmental or public safety services to communities and persons; representatives of Indian Tribes; out-of-school or at-risk youth; representatives of programs that are administered or receive assistance under the federal Domestic Volunteer Service Act of 1973, 42 United States Code, Section 4951 et seq. (1973), and others. The Commission must also seat a non-voting liaison designated by the federal Corporation for National and Community Service.

Appointments must reflect diversity with respect to geography, race, ethnicity, age, gender, disability characteristics and political affiliation. Not more than 50% plus one member may be from the same political party. The number of voting members who are officers or employees of the State of Maine may not exceed 25% of the total membership.

The Chairperson of the Commission shall be an appointed, voting member of the Commission, selected by the voting members. Members may not vote on issues affecting organizations they have served in a staff or volunteer capacity at any time during the preceding twelve months. Failure to attend at least 75 percent of called meetings in any calendar year shall result in removal from the Commission.

### Terms of Office

The appointed members serve three-year terms except, of the initial appointments, one-third shall expire June 30, 1995; one-third shall expire June 30, 1996; and one-third shall expire June 30, 1997. The Governor shall appoint members to vacancies on the Commission as they occur or upon expiration of terms. Any vacancy must be filled for the unexpired portion of the term in which the vacancy occurs.

### Compensation

Members shall serve without compensation. Members may be reimbursed through the Maine State Planning Office for necessary expenditures allowed by state law that are incurred in the performance of their duties on the Commission.

### Functions and Duties

The Commission shall:

1. Develop a state vision statement for national, state and community service.
2. Demonstrate an ethic of service in its activities, procedures and by-laws, utilizing decision-making by consensus; annually evaluate how effectively its procedures and bylaws are fostering the state vision and service ethic.
3. Develop a national and community service plan. Develop and annually update a three-year mission statement and state comprehensive national and community service plan, in accordance with federal guidelines. The Commission shall ensure an open and inclusive process for maximum participation in plan development and determination of state priorities.
4. Pre-select programs and prepare applications. Pre-select national service programs through an open competitive process, and prepare an application to the Corporation for National and Community Service.
5. Assist state education agencies. Assist the Maine Department of Education and institutions of higher education in the preparation of applications for national and community service grants.
6. Administer grant programs. Evaluate, monitor and administer grant programs.
7. Provide technical assistance. Serve as a clearinghouse for information on national and community service; provide technical assistance to local non-profit organizations and other entities in planning, applying for funds, and implementing national service programs.

8. **Recruitment and placement.** Serve as a clearinghouse for people interested in national and community service placements.

9. **Health and childcare benefits.** Assist the Corporation for National and Community Service in providing health and child care benefits to participants as required by the National and Community Service Trust Act.

10. **Make recommendations.** Make recommendations to the Corporation for National and Community Service with respect to priorities within the state for programs receiving assistance under the federal Domestic Volunteer Service Act of 1973, 42 United States Code, Section 4951 et seq. (1973).

11. **Coordination** Coordinate with other state agencies, colleges, universities, municipalities, federal agencies, and volunteer service programs.

12. **Advisory committees** Establish advisory committees as needed, with membership not limited to Commission members.

13. **Fundraising.** Carry out fundraising efforts to supplement federal funding and to meet all federal matching requirements. The Commission may establish a dedicated account to receive funds contributed by private and public organizations.

14. **Recognition of outstanding contributions.** Provide public recognition of outstanding community service initiatives and individual contributions.

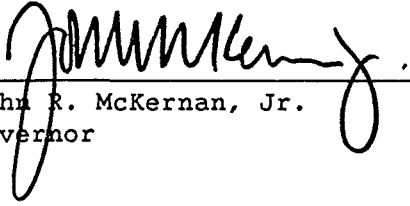
15. **Annual Report.** Submit an annual report to the Governor and the Legislature. The first annual report shall be submitted on January 15, 1995, and contain recommendations on establishing the Commission by legislative action.

#### Staffing

Staff support services shall be provided by the Maine State Planning Office, which shall assist in organizing the Commission and provide continuing administrative support.

#### Effective Date

The effective date of this Executive Order is March 25, 1994.

  
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John R. McKernan, Jr.  
Governor