

VOLUNTEER OPPORTUNITIES

SUN CITY WEST RECREATION CENTER BOARD COMMITTEES

The Committee Application is on the suncitywest.com website -- under About Us, then click on the GB Tab, and then click on the GB Committee App Tab.

GOVERNING BOARD

623.544.6115

The Governing Board is an elected body of nine resident owner-members who establish Bylaws and Policies, and oversee the operation of the Recreation Centers of Sun City West. Governing Board members serve staggered three-year terms. Three new members are elected each year.

Governing Board meetings are generally held at 9 a.m. on the fourth Thursday of each month in the Lecture Hall - holidays impact this schedule. Workshops are generally held 9 a.m. the second Friday of each month in the Lecture Hall. Meetings are open to the general membership. There are no meetings in July and August.

Volunteer Need:

- ✓ *Qualifications and requirements for becoming a Governing Board candidate are included in Bylaw 4.02, but in general include:*
 - *Must be an Owner Member in good standing, available on a year-round basis for participation in the business affairs of the Association.*
 - *Must submit, by the first business day of January, a petition on the official Association form with at least 200 signatures (220 preferred in case some are ineligible). Include a resumé of not more than 500 words.*
 - *Elections are held in March. The official candidate packets are available the first business day of November.*

Time Commitment: If elected and seated to the Board, time will include at least two meetings monthly, plus time to prepare for meetings such as reading the Board packets in advance. Additionally, some Directors are assigned to chair Committees, described below, which will include additional time commitments.

BUDGET AND FINANCE

623.544.6115

The Budget & Finance Committee reviews all aspects of the financial policies and financial plans of the Association and make recommendations to the Governing Board and the General Manager.

Volunteer Need:

- ✓ *Analytical thinkers who have familiarity with accounting principles, balance sheet, income and expense statement, financial planning, budgeting, financial planning*
- ✓ *Good communication skills*

Time Commitment: Two committee meetings monthly plus time spent fulfilling committee assignments in preparation for meetings.

PROPERTIES

623.544.6115

The Properties Committee meets with the Association Facilities Projects Superintendent, Facilities Maintenance Operations Superintendent, Recreation Activities Manager, and/or others suggested by the General Manager to evaluate and make recommendations on proposed new construction and major maintenance/renovations of the physical assets of the Association.

Volunteer Need:

- ✓ Building construction
- ✓ Space allocation
- ✓ Budgeting
- ✓ Problem solving skills
- ✓ Good interpersonal skills
- ✓ Enthusiasm and energy to handle multiple tasks
- ✓ Able to determine what is best for the entire community

Time Commitment:

One committee meeting monthly and five Tuesdays in October & November to conduct inspections of recreation center campuses. Committee members should be able to walk on uneven surfaces and be on their feet 2 to 3 hours during inspections plus time spent fulfilling committee assignments in preparation for meetings.

CHARTERED CLUBS

623.544.6115

The Chartered Clubs Committee acts as Specialists for Chartered Clubs. Specialists include: Membership Forms, Conflict Resolution, Communications, and Speakers Bureau.

Volunteer Need:

- ✓ Ability and willingness to understand club bylaws and Rules Regulations & Procedure (RR&P) document
- ✓ Good communication skills

Time Commitment: One committee meeting monthly. Attend four required chartered club officer meetings and leadership training plus time spent fulfilling committee assignments in preparation for meetings.

GOLF

The Golf Committee acts as a liaison between the Governing Board and members of the Association, including all Golf Chartered Clubs, golf group leadership and recreational golfers.

Volunteer Need:

- ✓ Golf experience, not necessarily a golfer
- ✓ Knowledge of golf budget and willing to review

Time Commitment: One committee meeting monthly.

SPORTS PAVILION AND BOWLING

623.544.6115

The Committee shall review and make recommendations to the Governing Board and General Manager based on tasks identified in the RCSCW Bylaws with a focus on the establishment and/or utilization of alternate methods of communications on operational issues.

Time Commitment: One committee meeting monthly.

TORCH

623.544.6115

The TORCH (Tapping Our Resources, Citizens & Heritage) Committee highlights the RCSCW's relationship with the other citizens' groups in SCW, gains an awareness of community resources, encourages participants to become ambassadors for SCW, inspires participants to become volunteers in the community, meets and gets to know neighbors, community leaders, and the staff of the Recreation Center Sun City West. The Committee also plans and executes two TORCH Academies yearly.

Volunteer Need:

- ✓ People with strong interpersonal communication skills
- ✓ Creative individuals who think outside the box

- ✓ People with a strong interest in the SCW community and an enthusiasm to pass this interest to other residents

Time Commitment: One committee meeting monthly and attendance at seven consecutive Thursday afternoon sessions in the fall and spring plus time spent fulfilling committee assignments in preparation for meetings.

ELECTIONS COMMITTEE

623.544.6115

The Elections Committee operates under an Election Committee Chairperson who, in turn, appoints no less than five owner members to the Election Committee. The Chairperson is appointed by the Governing Board President — with the consent of the Governing Board. The committee is guided by Governing Board Policy C 02 — with Association Bylaws and Governing Board Policy latitude. This committee oversees and administers the election process and supervises GB Election voting; establishes hard dates for candidate package pick-up, submission of candidate petitions and biographies, online voting registration as well as the in-person voting/GB Election Day in March; and establishes dates & formats for candidate training, photo & video communication opportunities and candidate forums. The committee operates apart from Governing Board involvement (after initial committee organization).

Volunteer Need:

- ✓ People with strong interpersonal communication skills
- ✓ Creative individuals who think outside the box

Time Commitment: Attendance at Committee meetings during the Election season, as determined by the Election Chair. Election season begins prior to November, when candidate packets are available, and ends after March when the Election concludes and the Committee provides a wrap-up report.

RCSCW SPECIAL EVENTS DEPT.

623.544.6120

Volunteers help at events as ushers, ticket scanners, program distributor, event decorating, and concessions. Orientation provided.

Time Commitment: Depends upon the position for which you volunteer.

SUN CITY WEST COMMUNITY

BENEVILLA

623.584.4999

Provides adult social care and support services for seniors, adults with disabilities, children, and the families who care for them.

Volunteer Opportunities:

- ✓ Grocery shoppers for homebound individuals
- ✓ Transportation to medical appointments (wheel chair requests not accepted)
- ✓ Friendly visitors who brighten the days for isolated individuals
- ✓ Handyman services such as installing grab bars, changing furnace filters or light bulbs
- ✓ Assist in the kitchen for home delivered meal program
- ✓ Read to children in our preschool program (ages 1 – 5)
- ✓ Assist staff with activities in 6 adult day programs that focus on personalized care
- ✓ Welcoming the public to Birt's Bistro as a noon or evening hostess
- ✓ Computer experts to help with social media and website updates
- ✓ Help us reach out to people at our special events tables

Time Commitment: Commitments are based on the volunteer's schedule. Most positions require only 2-3 hours a week of volunteer time.

COMMUNITY FUND

623.546.1122

Provides confidential financial aid to Sun City West residents in temporary distress, and funds special services

to help Sun City West residents with special needs.

Volunteer Opportunities:

- ✓ Board Members who are contributing members to the Community Fund, a resident of SCW, or engaged in a business or profession serving SCW
- ✓ Review bylaws of the Community Fund and propose changes
- ✓ Responsible for annual solicitation campaign for funds including publicity, developing programs for public awareness and understanding of the function and purpose of the Community Fund
- ✓ Prepare and recommend to the board a fiscal year budget and investment of funds
- ✓ Serve on the Personal Needs Committee. This committee must maintain complete confidentiality in receiving, investigating, and acting upon requests for personal financial assistance from SCW residents
- ✓ Grants Committee. This committee receives and investigates applications from organizations for financial grants and recommends to the board appropriate actions

Time Commitment: Varies with the responsibility accepted by the volunteer

SCW FOUNDATION

623.584.6851

Assists, supports, promotes, and fosters the welfare of the residents with charitable and educational activities that serve the Sun City West community

Volunteer Opportunities:

Volunteers for Helping Hands to work with items borrowed by the community.

Time Commitment: Varies with the responsibility accepted by the volunteer.

NORTHWEST VALLEY CONNECT (NVC)

623.282.9300

NVC is a non-profit transportation coordination service for residents of the northwest region of the Phoenix metropolitan area.

Volunteer Opportunities:

- ✓ Call operators to distribute transportation information opportunities available and to answer questions
- ✓ Drivers
- ✓ Marketing, publicity, and special events
- ✓ Ambassadors to speak about NVC services to groups in the community

Time Commitment: 3-4 hours per week. Varies with the responsibility accepted by the volunteer

PORA (Property Owner & Residents Association)

623.584.4288

Provides leadership and organization as an advocate for the SCW residents with all levels of local cities, Maricopa County, and the State of Arizona. PORA is charged to promote the health and well-being of the community, guards the community's property values through diligent oversight, promotes and advances the community as an active adult residential area., Chairperson

PORA VISITOR'S BUREAU

623.584.4288

The Visitors' Center in the PORA building greets more than 11,000 people yearly and is a partner with the Arizona Office of Tourism. Orientation is provided.

Time Commitment: Varies with the responsibility accepted by the volunteer

SUN CITY WEST PRIDES, INC.

623.584.2878

The PRIDES (Particular Residents Involved Doing Environmental Services) helps keep the community clean and beautiful.

Volunteer Opportunities:

- ✓ Outdoor work: Maintain irrigation systems and equipment, including chain saws, hedge trimmers, garden hand tools and 25 carts
- ✓ Office Saturday morning support

- ✓ Orientation provided

Time Commitment: Varies with the responsibility accepted by the volunteer

SCW FIRE CORPS PROGRAM

623.544.5400

Volunteer Opportunities

- ✓ Assist with the Fire Districts residential lock box program
- ✓ Assist with smoke alarm checks
- ✓ Assist with community events
- ✓ Perform blood pressure checks, injury prevention and education (CPR, fall prevention, fire extinguisher training)
- ✓ Assist with special projects and office support

Time Commitment: Varies with the responsibility accepted by the volunteer

SCW POSSE

623.584.5808

Volunteer Opportunities:

The Sun City West Posses provide a valuable service to the Sun City West community and residents. They are the eyes and ears of law enforcement and offer assistance to Arizona Fire and Medical as necessary to help keep residents safe. There are two groups within the Posse organization. A volunteer/recruit may elect to be part of one or both groups. The groups are Sheriff's Posse of Sun City West and the Sun City West Posse. Both organizations can be involved in patrol, dispatch, and checking residences (Vacation Watch). The Sheriff's Posse has a broader scope of duties. Neither the Sheriff's Posse nor the Sun City West Posse engages in law enforcement. Membership in the Posse is \$5.00 per year.

Time Commitment: Initial training for both organizations involves 73 hours total in classroom, in-car and dispatch. The classroom training topics include Basic Orientation, Communications, CPR/AED/Basic First Aid, Defensive Driving, Law & Legal, and Map Reading. The Sheriff's Posse training requires an additional 32 hours and both may require periodic continued training sessions. Once confirmed in either group there is a monthly time commitment of 30 hours.