

## **20<sup>th</sup> Force Support Squadron Volunteer Advisory Council (VAC)**

### **Mission of VAC**

Mission to serve as a governance structure offering overall volunteer guidance and management of the Shaw AFB volunteer program.

### **Purpose of VAC**

To maximize volunteer service opportunities, obtain adequate resources to offer the services and to recognize Shaw AFB volunteers for their volunteer contributions.

### **Responsibility of the Chairman, 20th Support Group Commander**

Responsible for chairmanship, leadership authority of the VAC membership.

### **Responsibility of the Airman & Family Readiness**

Responsible for operational control and is the point of contact for the Shaw AFB Volunteer Program. The implementation and execution function is shared with the board members who have a stake in the outcome of Shaw AFB volunteer activities.

### **Responsibilities of the VAC Committee**

The VAC is very important to the overall function of the Shaw AFB Volunteer Program. The VAC is supports the mission and purpose of the VAC to meet a successful outcome.

The VAC Committee places into consideration the planning which may be operational (day to day), short term (make recommendations, suggest quarterly (operational), annual (operational), or long range, or strategic with will be comprehensive and to be very forward looking. Board members must be extensively involved in the planning process, assume proper ownership of the plan and help to implement many of the plan's goals and objectives including the recognition of volunteers and the acquisition of new resources.

The VAC Committee's fundamental role begins with the question of whether current and proposed programs and services are consistent with the organization's stated mission and purposes. Given limited resources and unlimited demands on them, the board must decide among competing priorities. Shaw AFB volunteer recognition programs are focused on recognizing and rewarding devoted volunteers.

1. VAC contributes to the design and implementation of the overall volunteer program.
2. Responsible for the development of policies and procedures, recruitment, retention, and recognition of all Shaw AFB volunteers.
3. Volunteer recognitions include quarterly awards, yearly volunteer excellence awards and volunteer incentive awards.
4. Responsible to help ensure the base populace, to include base agency commanders are aware of the volunteer program.
5. The VAC will develop a budget and funding method to run and maintain the Shaw AFB volunteer program.

## VAC Committee

Committee includes various base organizational volunteer activities for volunteer population representation. Shaw AFB Volunteer Advisory Council membership includes one chairman and the following primary members.

Chairman, 20 MSG/CCD	20 FSS/CC/Deputy CC	Chiefs Group
First Sergeant Group	Senior Mentor Key Spouse	American Red Cross
Top 3	Chaplain	Enlisted Spouses Club
5-6	Boy Scouts of America	Retiree Affairs
A&FRC	Officers & Civilians Spouses Club	SAFE Federal Credit Union
Rising 4	Youth Program	Wells Fargo Bank

## VAC Meetings

VAC meetings are held at a minimum quarterly. It will be necessary to call for special VAC meetings. Special VAC meetings are normally called to fund, plan and coordinate the annual recognition ceremony which is normally held in April during the National Volunteer Week the Volunteer Annual Award Ceremony.

## Activities: Volunteer Recognition Opportunities

(1) Volunteer Incentive Award. This award is provided based upon the number of hours a volunteer contributes to the Shaw AFB community per quarter. Volunteers/volunteer supervisors/organizations who submit volunteer hours compete for a nominal award depending upon the number of hours contributed and the available resources for this award. Awards may include 20th FSS coupons, Shaw AFB volunteer parking pass, AAFES coupons.

(2) Volunteer of the Quarter. One civilian and one military member are recognized as the Volunteer of the Quarter. Volunteers are nominated by the same process used for military and civilian of the quarter. Call for nominations are announced from the 20th FW/CCC's office. Volunteers are nominated by various base organizational commanders and or volunteer supervisors by completing an AF Form 1206 and submitting the form to [20FW\\_grt/annualawardspackage@shaw.af.mil](mailto:20FW_grt/annualawardspackage@shaw.af.mil). All volunteer of the quarter nominees are then forwarded to the Airman & Family Readiness - Community Readiness Consultant, who will consolidate the volunteer nominees and present the nominees via email to the volunteer award board members. Volunteers are boarded by three volunteer advisory committee members who will select one military and one civilian volunteer per quarter to be recognized at the wing quarterly awards ceremony. Volunteers are recognized and awarded with various items donated by the community and or wing.

(3) Volunteer Annual Award Ceremony. VAC board members in a joint effort will develop a budget and funding method for the annual volunteer recognition ceremony. This annual ceremony is normally held in April during National Volunteer Appreciation Week. This event is in appreciation of all Shaw AFB volunteers who contribute their time and effort to the enhancement of the Shaw AFB community. VAC board members are to maximize annual event participation, plan, develop, discuss funding and fund raising events, best time of day to host event, key players, invitations and marketing. VAC board members may generate subcommittees, i.e, food, decoration, fund raising/requests, program development to include MC, singer, programs, recognition/award items, give-aways/gifts, set-up, breakdown and clean up volunteers are needed for this event. VAC members are encouraged to consider and identify other necessary items needed to host the annual volunteer event.

During the annual event all our volunteers are appreciated and one civilian volunteer is recognized annually through the Volunteer Excellence Award which is presented to one volunteer for devotion to volunteerism over an extended period of time.