

2.3**COMMISSION SUPPORT TO AMERICORPS
AND OTHER NATIONAL SERVICE**

Commissions must develop a solid infrastructure which enables them to select and support high quality AmeriCorps national service programs and effectively manage commission activities that support those programs. Each commission should have a well-functioning commission board and staff with appropriate skills and experience to administer this organization and manage its programs. The commission needs policies and systems in place that ensure accountability and continuous improvement.

- Maintains a staff of appropriate size and skill to carry out commission responsibilities and activities.
- Maintains a fully-constituted board with an appropriate structure to carry out its functions.

Administrative Systems

- Maintains appropriate financial management systems to disburse funds and track commission and program expenditures according to legal and grant requirements.
- Manages an appropriate process to review and select quality national and community service programs within the state.
- Ensures timely and accurate reporting, including such items as Federal Financial Reports, Member Enrollment and Exit Forms, and Progress Reports.
- Ensures that programs have established systems to provide for and track member health care needs and eligibility of members for child care assistance in AmeriCorps programs.
- Ensures that programs have processes and systems in place to confirm background checks of members and staff.
- Identifies needs, develops and submits annual applications for all federal grants including Corporation Program Development and Training funds, national service program funds and disability inclusion funds.

Continuous Improvement

- Analyzes and assesses commission performance candidly and accurately.
- Develops and maintains a process of continued improvement for both commission activities and national and community service programs in the state.
- Identifies needs and develops recommendations for training and technical assistance for the commission.

The second major responsibility of commissions is to support local programs that receive funding through the Commission and work with them to ensure they are high quality AmeriCorps Programs. Commissions' applications to the Corporation will be evaluated on the quality of both their formula and competitive programs. Commissions monitor and evaluate programs to ensure they comply with legal and grant requirements, are progressing well towards meeting program objectives and have high quality service projects and management systems. Commissions formulate training and technical assistance strategies and design activities that move the state toward its vision of national and community service.

Monitoring and Evaluation

- Oversees programs to determine the quality of their operations and systems.
- Evaluates whether programs comply with legal, reporting, financial management and grant requirements and ensures follow through on issues.
- Reviews audit reports on programs and ensures that programs take appropriate and timely action.
- Works with programs to develop appropriate program objectives that are outcome-based and tracks progress toward those objectives to ensure high quality service activities.
- Provides feedback to programs and takes appropriate action to ensure follow through on issues.

- Ensures high quality support to and management of members.
- Ensures that programs develop and use performance measurement systems.
- Helps programs conduct activities that instill an ethic of service.
- Ensures that programs develop and use continuous improvement systems.

Training and Technical Assistance

- Conducts initial and on-going assessments of AmeriCorps*State/National programs' technical assistance needs; brokers or provides training and technical assistance for national and community service programs to meet identified needs and other requested assistance.
- Helps programs identify and access local and national training and technical assistance resources.
- Ensures that programs attend appropriate Corporation training activities.
- Coordinates program development and training activities and technical assistance activities with the State Educational Agency and other state and federal entities supporting national and community service programs.
- Assists AmeriCorps programs with recruitment and placement of members.

Communication

- Disseminates key information to AmeriCorps and other Commission programs.
- Maintains systems for gathering and disseminating information.