

Community Action Council (CAC) Membership Processes Guidelines

Step One: Publish Notice of Vacancy and Outreach (NOV)

Staff will publish NOV. The council members are encouraged to share the NOV through social media and with organizations, churches, and other social service agencies within El Dorado County.

Step Two: Submission and Review

The CAC applicant submits their application, and the staff will forward the application to council members for review. The Membership Committee will reach out to the applicant to thank them for their interest, seek clarification of any questions, discuss membership expectations and the membership packet, and invite the applicant to the next CAC meeting.

Step Three: Meeting and Introduction

The membership committee presents eligible applicants at the CAC meeting, which allows the CAC members to inquire about the applicant's desire to join CAC and provides a time for open conversation and discussion of the CAC's purpose, terms, attendance, and training requirements. CAC members vote to either accept or decline the application.

*Membership packet to include bylaws, governance document, meeting calendar, and attendance and training requirements.