

STEERING COMMITTEE AND OUTREACH TEAM APPLICATION

VIBRANT COMMUNITIES NEXT CHAPTER



The Next Chapter is beginning and we need your help!

Vibrant Communities is gearing up for the Next Chapter and we are looking for members of the Elkhart County community who are interested in serving on the Steering Committee or Outreach Team. The first phase of Vibrant Communities has transformed Elkhart County. The Next Chapter will build on that success by sparking a new phase of transformational action. Our community will work together to engage with residents of Elkhart County, share their stories, feedback and insights, and build on our collective vision. We need help to make the Next Chapter a success. Apply to become a member of the Steering Committee or Outreach Team and help us continue the success of Vibrant Communities.



Roles and Responsibilities

Listed below are the roles, responsibilities, and expected time commitment for the Steering Committee and Outreach Team. The Steering Committee will be the principal representatives for the community throughout the process. The Outreach Team will primarily focus on word-of-mouth marketing and promotion of public engagement opportunities 4-6 weeks prior to each of the three rounds of public engagement.

Steering Committee responsibilities include:

- Officially represent community members in the planning process.
- Provide guidance and direction to the staff and consultants at crucial steps in the process.
- Act as spokespersons for the effort.
- Serve as hosts at public events (virtually or in-person) during the process.
- Identify volunteers for sub-committees and provide direction to those committees.
- Volunteer to facilitate at public meetings.
- Disseminate information during the planning process through individual networks.
- Advise on various substantial recommendations of the plan
- Assist in presenting the plan for adoption before appropriate adopting bodies.

Steering Committee expected time commitment: Six meetings, approximately two hours each as well as support at the public engagement events (TBD) and occasional homework or review time outside of scheduled meetings.

Outreach Team responsibilities include:

- Act as champions to get people excited and involved in the planning process
- Use community connections and networks to contact people
- Distribute information about the planning process through individual networks (civic groups, churches, neighborhood groups etc.).
- Identify specific groups that have traditionally been under-represented or not heard as part of previous planning efforts and suggest best means of outreach to these groups.

- Recruit hard-to-reach populations to share input and participate in community engagement events
- Work to ensure diverse representation in the process and at community engagement events

Outreach Team expected time commitment: One introductory meeting and three meetings in advance of public engagement rounds (each meeting approximately 1 hr in length). Most time is spent emailing or social media sharing, distributing print collateral or other outreach methods on your own time in advance of each of the three rounds of public engagement.

Select which committee you are most interested in serving on. If you are interested in serving on either committee based on where there is the greatest need, check both options:

- Steering Committee Outreach Team

Submission Deadline

Application forms are due by October 4, 2021.

Submitting your Application

There are two ways to apply.

1. Complete the online application at: www.VibrantElkhartCounty.org or use the QR code on first page to access the application from your mobile device

Or

2. Fill out the application below and return it by mail or in-person. Applications are available for pick-up with prepaid postage at the following locations:

Elkhart

Greater Elkhart Chamber of Commerce
418 S. Main St.
Elkhart, IN 46516

Goshen

Goshen Chamber of Commerce
232 S. Main St.
Goshen, IN 46526

Nappanee

Nappanee Chamber, 302 W. Market St., Nappanee

Wakarusa

Wakarusa Chamber, 100 W. Waterford St., Wakarusa

Middlebury

Middlebury Chamber, 201 S. Main St., Middlebury

Any Elkhart library branch (Downtown, Pierre Moran, Osolo)

Next Steps

Completed applications will be reviewed by the Planning Team and selected applicants will be notified by October 18, 2021.

Please visit www.VibrantElkhartCounty.org to learn more about the Vibrant Communities: Next Chapter Process

PLEASE TYPE OR PRINT CLEARLY

Note: All information is requested in order to help select a Steering Committee and an Outreach Team that represents the diversity of the Elkhart County community. You may omit responses to questions you do not wish to answer and, if needed, we will contact you if we would like to request additional information.

Section A: Personal Information

Name: _____

Address: _____

Phone Number: _____ Email: _____

If currently employed, name and location of Employment/Employer:

Occupation: _____

Section B: Background and Interest

Why are you interested in serving on the Steering Committee and/or Outreach Team? Do you have any personal, professional, or volunteer experience that you believe will contribute to the Steering Committee and/or Outreach Team?

Section C: Demographics

The following information will be used for internal purposes only and will not be shared. The Steering Committee and Outreach Team seek to be reflective of the diversity in Elkhart County. Filling out the questions below ensures that the committee is a true cross section of the community. This information will not be used for discriminatory purposes, and answers will not be made public.

Gender: How do you identify? Male Female Non-binary Self-describe: _____

Age: 16-17 18-24 25-34 35-44 45-64 65+

Highest Level of Education:

- | | | |
|---|---|---|
| <input type="checkbox"/> GED | <input type="checkbox"/> Some college | <input type="checkbox"/> Prefer not to answer |
| <input type="checkbox"/> High school degree | <input type="checkbox"/> College degree | <input type="checkbox"/> Other |

Race/Ethnicity:

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> African American | <input type="checkbox"/> Native Hawaiian or Pacific Islander | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Hispanic | |
| <input type="checkbox"/> White / Caucasian | | |

How long have you lived in Elkhart County? _____

Which community do you live in?

- | | | | |
|----------------------------------|-------------------------------------|-----------------------------------|---|
| <input type="checkbox"/> Elkhart | <input type="checkbox"/> Middlebury | <input type="checkbox"/> Nappanee | <input type="checkbox"/> Millersburg |
| <input type="checkbox"/> Goshen | <input type="checkbox"/> Bristol | <input type="checkbox"/> Wakarusa | <input type="checkbox"/> Unincorporated Elkhart County |

Are you part of any specific communities or underrepresented groups (e.g., LGBTQ+, ethnic groups, etc.)?

How did you hear about this opportunity?

- | | | |
|---|--|--|
| <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> County website | <input type="checkbox"/> Online News |
| <input type="checkbox"/> Newspaper Article | <input type="checkbox"/> Vibrant Communities Next Chapter website | <input type="checkbox"/> Email |
| <input type="checkbox"/> Ad | <input type="checkbox"/> Facebook/Instagram/Twitter | <input type="checkbox"/> Organization: |
| <input type="checkbox"/> Poster/Flyer | <input type="checkbox"/> Nextdoor | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Radio/TV | <input type="checkbox"/> Community Event | _____ |

Were you personally invited to apply for the Steering Committee or Outreach Team?

- Yes No

If yes, who recommended you?

Note: Personal invitations do not guarantee selection for the committee. Applicants will be selected based on their and background with the goal of reflecting diversity of Elkhart County, while allowing for a Steering Committee and Outreach Team that is of manageable size.

Section D: Additional Questions

The first meeting of the Steering Committee and Outreach Team is anticipated to be on November 4, 2021. Our hope is that this meeting will be in-person, but we may conduct the meeting virtually if necessary. Please indicate your expected availability based on either an in-person or virtual meeting for this first Steering Committee or Outreach Team meeting:

- Morning (10:00 AM-12:00 PM)
- Late Afternoon (4:00-6:00 PM)
- Evening (6:00-8:00 PM)

If your participation on this Committee is contingent on certain accommodations such as childcare during meetings, transportation to meetings, special accommodations for a disability, translation and interpretation, or another accommodation, please indicate needs below:

