american CAMP association®

Field Office Operations Guide Assessment

This tool has been developed to assist with determining each local office's current alignment with the Field Office Operations Guide. The information will be gathered via a conversation with the LCOL chair, VEC liaison, and regional director. The information gathered will be used to assist the VEC in the development of training plans and tools.

1. Is the local office delivering the six core services: accreditation, professional development, volunteer engagement, membership, community and business development, and government relations? Please share how they are delivering the services.
    a. Is there a service(s) that is stellar?
    b. Is there a service(s) that needs development?
    c. Are there/What are the barriers or challenges that are preventing the LCOL from delivering any of the core services? Do you have some strategies identified, and/or have you identified the support needed to overcome the barriers?

2. Is the local office delivering any complementary services?
    a. Please list the complementary services.
    b. Is there a need that has been identified that the LCOL has not been able to meet? If yes, please identify the barriers or challenges that are preventing the LCOL from delivering the complementary service(s). Do you have some strategies identified, and/or have you identified the support needed to overcome the barriers?

3. LCOL Structure
    a. Please review the list of members of the LCOL and share their primary roles.
    b. Are all the core services' specified responsibilities listed covered? *Please share who is responsible for what. (i.e., government relations is not a position, but covered by XXX)*
    c. Did you add any new LCOL positions this year? (communications, EPIC, research)? Please share.

4. Committees, Task Forces, and Work Groups
    a. Please share active committees, task forces, and work groups and their primary responsibilities.

5. Selection of LCOL Chair, other local leaders, and volunteers
    a. Please describe the identification and selection process of leaders to the LCOL. Describe how volunteers and staff are involved.
    b. Is the local office using the ACA Connect Volunteer Center to promote opportunities and recruit volunteers?

6. Tenure
    a. Please describe the succession planning process for the LCOL
    b. Is the LCOL following the Field Office Operations Guide tenure guidelines?

        i. If there are any extensions, please explain and share what the plan is to recruit a new leader to fill the position.

7. Meetings
    a. Please share or advise how we can access the annual calendar of meetings for the LCOL.

8. National Council of Leaders
    a. Are there discussions at the LCOL meetings based on information/issues from the NCOL meetings?
    b. If the LCOL Chair is not available to go to the NCOL meeting, is there a process to choose an alternate?

9. Staff/Local Leader Relationships
    a. Describe the working relationship between the LCOL and the staff (regional and national).
    b. What is working well? What opportunities are there for improvement?

10. Volunteer Engagement Committee and Local Office
    a. Describe the relationship between the VEC Liaison and the LCOL.

11. Innovation (Reserve) Funds
    a. Describe how the LCOL has used Innovation (Reserve) Funds to benefit their local area within the last year.
    b. Dream, plan, innovate.

12. Communication Guidelines
    a. Please share how your local office communicates with members. What is working? What are the challenges?

13. Are there members on the LCOL who could provide mentorship to another LCOL? Are there members of the LCOL or your local office membership who are ready to volunteer at an expanded level? Regional or national committee or task force?

14. Please share a "gem" and/or what you are most proud of the LCOL over the past year.

15. Realizing we are in the process of rolling out the ACA Strategic Plan, are there any comments or questions the LCOL has concerning their role in the plan?

16. Are there any issues or topics that have not been discussed that the Volunteer Engagement Committee should be aware of?