

## Local Council of Leaders (LCOL) Volunteer Center Approval Guide

This is a guide to approve new Local Council of Leaders (LCOL) in ACA Connect, [Volunteer Center](#). Please see [Adding a Volunteer Opportunity](#) for adding and approving volunteer opportunity instructions in the Volunteer Center. New LCOL members are approved in ACA Connect, Volunteer Center as a step to officially join an LCOL. The Volunteer Center's applicant coordination features allow volunteers to:

- Post volunteer opportunities
- Promote volunteer opportunities
- Manage volunteer applicant(s)
- Approve/disapprove volunteer applicant(s)
- Maintain accurate, centralized records

Before an LCOL position (i.e., volunteer opportunities) can be added and applicant(s) approved:

- The LCOL must designate an applicant coordinator to add and approve volunteer opportunities (i.e., LCOL positions). Applicant coordination duties can be given to anyone the LCOL chooses. Ideally, duties of the applicant coordinator would be completed by the volunteer development chair or a volunteer development committee member. If no one is assigned applicant coordination duties, said duties are the responsibility of the LCOL chair.
- Applicant coordinator uses existing [service description](#) template(s) to add LCOL positions (i.e., volunteer opportunities). If a service description doesn't exist, applicant coordinator creates and sends any new service descriptions to appropriate regional director.
- If a service description doesn't already exist, work with appropriate regional director to produce a new service description.

Once an LCOL position is posted:

- LCOL volunteer opportunities are posted in the Volunteer Center for two weeks before choosing a new LCOL volunteer.
- Volunteer opportunities are posted in,
  - The local office member community on ACA Connect, and
  - The local office newsletter

LCOL will use their own selection process to choose which applicant will fill LCOL position (i.e., volunteer opportunity). Once chosen, selected LCOL member(s) is/are approved by applicant coordinator in ACA Connect, Volunteer Center.