

8 Tips for Recruiting & Rewarding Committee Members and Other Volunteers

**Leadership Training Conference
Monday, May 23, 2012
9:00 a.m. - 10:00 a.m.**



Session Facilitators

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Learning Objectives

At the end of this session you will be able to:

- Apply strategies to recruit committee members and volunteers and keep them motivated and involved
- Match the right volunteers to key positions in your committee
- Employ techniques to empower your committee members and keep them on task
- Recognize the efforts of your committee members and volunteers in a meaningful way that will encourage continued involvement



Identify Volunteer Candidates

The best committee chair is one who has sense enough to pick good people to do what he wants done, and self-restraint enough to keep from meddling with them while they do it.

— Adapted from a quote
by Theodore Roosevelt



Matching Volunteers to the Right Jobs

- **Key Skill Sets** – stresses one's ability acquired or developed through experience – aptitude
- **Knowledge Areas** – specific information about something
- **Values** – guiding principles determining a person's behaviors and decisions (e.g. respect, trust, honesty, etc.)
- **Characteristics** – intangible and tangible qualities that a person has (happy, flexible, warm, caring, etc.)



Group Exercise 1: Identifying Key Skill Sets, Knowledge Areas, Values, and Characteristics

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Recruiting Volunteers

- What particular skills are you recruiting?
 - What skills do you already have on your committee?
 - What skills are you missing?
- Mix new members with experienced ones



Recruiting Volunteers

- Motivation
- Organizational support
- Collaboration skills
- Energy level
- Track record
- Do they have the time?



Why Do Members Volunteer?

- To meet others in profession
- To make business contacts
- To make new friends
- To develop new skills
- To develop leadership skills
- To try new things
- To share a skill or knowledge
- To get to know the profession
- To build up their resume
- To find job leads
- To gain exposure in the field
- To give back
- To feel needed
- To build self-esteem
- To be part of a team
- To have fun
- It's a job requirement
- To do something different from their day job
- They have a passion for a cause
- Other reasons???



8 Tips for Recruiting Volunteers

1. Ask someone to participate!
2. Pursue members who indicate they want to get involved – act while the iron is hot!
3. Solicit volunteers (email, letter, newsletter, website)
4. Act on recommendations from chapter members and leaders
5. Observe members at chapter events – who stands out?
6. Offer mentoring programs for volunteers
7. Seek recommendations from employers
8. Promote volunteerism at chapter events



www.volunteerpower.com

- Resources to mobilize the power and passion of the volunteer network
- Free e-newsletter on recruiting, motivating and mobilizing volunteers
- Links to other volunteer management resources
- Books and workshops are also available



Committee Member Training

- Conducted by the committee chair and co-chair
- First committee meeting or volunteer orientation meeting should include the basics of what is required of the committee and its members
 - Discuss purpose, goals, duties and responsibilities
 - Include policies and procedures, reports, checklists, web tools, etc.
 - Introduce committee plan, if appropriate
- More task-specific training will depend on the committee and the duties being performed by the volunteer



When You Assign a Task to a Committee Member

- Explain the task and the volunteer's role and responsibilities – be detailed and specific!
- Supply tools and resources as appropriate
- How does this task fit into the bigger picture?
- Discuss why member was selected for the task
- Establish expectations and agree on them up front
- Express your confidence and support



8 Tips for Managing the Workload

1. Create a committee plan for the year
2. Assign tasks to the right people
3. Trust and empower those people to do a good job
4. Learn to manage the process
5. Provide ongoing updates to the president or board liaison
6. Give feedback and praise at the end of a project
7. Keep committee co-chair involved
8. Ask for help if you need it!



Responsibility Matrix

Team Member	Program Content	Speakers	Location Logistics	Marketing	Registration
Chris	•			▲	
Paula	•				▲
Joe	▲	•		•	
Mary	•			•	•
Bill	•	•	•		
Anne	•		▲		
Steve	•	▲			•



Action Plan Template

Action:

The team's action or task.

Deliverables and Desired Outcome:

Specific goals for the team. Use numbers whenever possible. Be as specific as possible.

Process:

A draft of the steps to be taken to complete the project.
Most steps are milestone or major steps. You may want to list the first few specific steps to help the team get started.

Date:

Dates for
Milestones
Checkpoint

1. First meeting

Date

2.

3.

4. Project complete

Who:

Who should be involved? For example: Mary White, representative from education committee. . .

Resources:

How much is budgeted? Who can help if they hit a roadblock? Who has worked with this in the past?

Method for Review:

How will progress be reviewed to be sure that action is being taken and that the team is on track?



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Committee Planning Worksheet

COMMITTEE PLANNING WORKSHEET

Committee Member/ Committee Chairperson: _____ Updated - Date/ By: _____
Estimated Hours: _____ per _____ (year/month/ duration of project or term...)
Term: _____ (Duration of term)

General Description:			
Identified Resources:			
Budget Available:			
TASK	DU DATE	STATUS	COMMENTS:
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			



Meeting Report

Meeting _____

Date: _____



Recognizing and Rewarding Volunteers

*The deepest principle in human nature
is the craving to be appreciated.*

— William James, Philosopher



Exercise 2 Share Successful Practices Recognizing & Rewarding Volunteers

How does your chapter
recognize and reward its volunteers?



LTC Session Evaluation



Volunteers Are Everything!

Don't ever question the value of volunteers. Noah's Ark was built by volunteers; the Titanic was built by professionals.

— *Unknown*



