

Volunteer Development Project Tasks

Last Revision 2/5/2016

Group	Item	Who	Comments
1 Volunteer Development Committee	Recruit committee	Co-Chairs: Tony Oyente, Rich Garbinsky	Susan Yoder, Lead Staff Liaison
2	Sets direction and strategy based on charge		
3	Coordinates and oversees work groups		
4	Assimilates work group recommendations		
5	Communicates with others about the work		
6	Develops 2017 budget for submission		
7	Makes recommendations to CEO/Board		
8	Potential framework for future committee		
9	Investigate potential for Volunteer Development volunteer position in each field office		
10	Considers enduring Committee potential		
11	Oversee development of Toolkit (see below for parts of it)		
12	Ongoing trending about volunteerism and learning from what other organizations are doing		
13 Volunteer Cultivation and Recruitment Work Group	Volunteer Recruitment Video(s)	Chair: Rick Garcia, Staff Lead: Hasim Dawkins	In process of recruiting work group Includes coordination with Standards and Accreditation teams
14	Online volunteer matching form and other online recruitment tools		
15	How to cultivate and recruit part of the Toolkit		
16	Coordinated efforts for recruiting volunteers (standards visitors, etc.)		
17	Template job descriptions		
18	Materials for standards visitors to be a part of the cultivation of volunteers		
19	Ways to promote to others what ACA volunteers do (telling our story)		
20	Member skills assessment (NE apparently working on already)		
21	Affinity groups engaging volunteers (like EPIC)		
22	tools to show how to sell volunteerism to bosses and what the ROI is.		
23	Coordinate volunteerism message with membership benefit/recruitment materials		
24	Develop the story of the benefits of volunteering		
25 Volunteer Orientation and Training Workgroup	Orientation video(s)	Chair: Steling Leija, Staff Lead: Michele Branconier	Work group finalized
26	Training videos(s)		
27	Ongoing training		
28	How to orient and training part of the toolkit		
29	Training on volunteerism trends		
30	Training on staff/volunteer relationships		
31	Mini Monday training for ACA staff		
32 Volunteer Engagement and Support Work Group	Plans for regular communications and opportunities for networking for volunteers in like positions across the country.	Chair: Andrea Yenter, Staff Lead: Susan Yoder	Work group finalized
33	Develop plan/ideas/template for other opportunities for support to volunteers.		
34	Online resources to support work		
35	Planning for annual in person gathering		
36	Planning for connections quarterly between volunteers in proximity (perhaps by region)		
37	Volunteer TRACKING		
38	Investigate ACA National Day of Service		
39 Volunteer Recognition Work Group	Develop association-wide (and customizable locally) volunteer recognition opportunities.	Chair: Ariella Rogge, Staff Lead: Jazmin Abarran	In process of recruiting work group Includes coordination with the National Awards Committee
40	Online ways to thank volunteers		
41	Consider ACA volunteer SWAG (tshirts, etc.)		