



### You Can't do this alone

Its going to take a concerted team effort! Your Director of Recruitment and your Director of Retention/Member Care will be your lead team members. Additionally you will assign individual Chairpersons for subcommittees such as:

- Chair of Recruitment
- Chair of Member Engagement
- Chair of Member Recognition
- Chair of Student Membership



## Recruiting

To assemble a committee it's a good idea to begin by gathering a "Recruitment Team" from among your existing volunteers. You and your Recruiting Team will:

- Start by identifying what are your volunteer needs and define specific volunteer assignments

   So, determine how many volunteers you'll need for each job/assignment and whether you need additional team leaders or supervisors
- Then create volunteer position descriptions Just like you would create a job description
- Next step is to begin targeting Potential Volunteers. Start With Existing Volunteers, then
  identify previous volunteers to contact and then review a list of individuals who have offered
  to volunteer (if any).
- Screen each potential volunteer
- Then interview each volunteer applicant and capture information from all interviews
- Following the interview you can determine appropriate roles for each volunteer
- And then, contact each volunteer to inform them of their role
- Finally, follow-up to make sure they accept and understand their commitment and schedule them for orientation

## Follow up and Orientation

Effective follow-up communication and orientation can impact both membership success and the volunteering experience.

- Send volunteer confirmation email or letter with all of the pertinent details of their commitment.
- Conduct volunteer orientation(s):
- Orientation is your first opportunity to have everyone gather together to meet each other and where the "teamwork" begins!
- However, keep in mind that some orientation sessions will differ depending on the volunteer job tasks, so you should provide task specific training or orientation sessions for each group of volunteers.



# Committee Responsibilities

Its important to recognize and remember that just like you, your committee members are volunteers. Since your committee is full of different people, all wanting different things, establishing and communicating clear expectations right from the beginning is a good idea for everyone involved. Your committee members should be made aware of their roles and responsibilities towards each other as well as to the Chapter. So, lets take a look at what the committee responsibilities are:



### Committee Responsibilities

- 1. They should believe in and be an active advocate and ambassador for the values, mission and vision of the chapter.
- 2. They will need to work with fellow board members to fulfill the obligations of board membership.
- 3. They will be required to regularly attend committee meetings they are responsible for notifying you of absences and making sure they are informed of what took place at the meeting.
- 4. They need to prepare for committee meetings by reviewing materials and bringing the materials to meetings. In other words they need to be prepared!
- 5. They should stay informed about the chapter, its issues, and its connection to the members and the community.



## Committee Responsibilities

- 6. They should be prepared to help support the charitable contributions operation of the chapter (e.g., donations and/or fundraising).
- 7. If, when and as appropriate, they can use personal and professional contacts and expertise to benefit the chapter events.
- 8. They should plan to be available to serve their commitment as a committee chair or member. In other words, if they cant commit to it, don't volunteer for it!
- 9. They will be required to work in partnership with and respect the authority of the chapters leadership staff. Just as they would in the working world. The chapter is run like a business and same rules apply.
- 10. If in the unfortunate circumstance that they are unable to fulfill these expectations they must agree to step down from committee position. And YOU as VP of Membership will be expected to have that conversation should circumstances arise.



# How to get the committee activated

### Delegation

- Match people and tasks
- Make sure
   people with the
   right skills are
   working
   together

#### Motivation

- Match people
   Understand the
   interests and
   needs of your
   committee
- Know what they expect and value

### **Participation**

- Group dynamics can impact productivity and enjoyment
- Make committee members feel involved and free to have their say



## **Committee Management**

As a board leader, you'll need to think like a business manager when setting expectations and managing your committee. Managers work to ensure that the vision and goals of the chapter are being met using practical techniques and here are some team management techniques that you can apply:

- Delegation: Matching people and tasks is the key to delegation. Making sure that committee
  members with the right skills are working together on appropriate reports, agendas,
  initiatives, or committees is going to tremendously increase productivity.
- **Motivation**: How do you motivate people? Well, understanding the interests and needs of your committee members is key to motivation. Knowing what they expect and value will help you to keep them motivated and interested. If it holds there interest, chances are, they will stay engaged.
- Participation: Group dynamics can impact the productivity and enjoyment of your committee, so make sure that some members don't dominate the conversation. Make sure that all committee members feel involved and free to have their say. You don't want anyone to feel overpowered or alienated. Keeping everyone included will do wonders for morale and productivity and will maintain a positive team spirit.



### How to keep the committee engaged

- Specific Tasks & Specific Goals: Make sure that your committee has a clear and specific set of tasks and a specific goal. Take time to answer their questions and address their concerns.
- **Don't overburden your committee members:** Don't expect them to participate in too many committees or activities. If they feel overwhelmed, they simply will not stay engaged.
- Be mindful of the time commitments: Get to know your committee members and understand how much time they are able to commit. Keep in mind that most will have other jobs, and family commitments, so keep that under consideration.
- Clear Communication: Aim to have clear communication with your committee members and also between all parts of the chapter. This is where regularly attending chapter meetings will have a major impact on your committees effectiveness.
- Planning: Plan using agendas and scheduling tools to make sure everyone is on the same page.
- Effective Meetings: Every second counts make the most of the board's and your committees time together. Remote meetings are OK on occasion, but regular live meetings insures personal engagement and brings everyone together as a team.
- Implementation of Evaluations: Make sure you are keeping track of the progress your department is making.

Just follow these simple guidelines and the end result will be an effective committee, who enjoys volunteering for the chapter and in turn, will encourage other members to participate in future projects.





#### 2017-2018 Membership Committee





