

2020-07-15 - Volunteer Team Report To the Board

Volunteer Team Report to the Chicago Market Board of Directors

07/15/2020

Person Reporting: Kate Grimm

Will you be attending the next Board Meeting? No

If yes, time needed & topic?

Team Primary Responsibilities:

1. Under direction of Volunteer Coordinator, recruit, oversee and place volunteers on Chicago Market teams.
2. Manage and respond to incoming volunteers through website and volunteer@ outreach.
3. Check-in regularly with all volunteers ensuring they're happy in their position, volunteering at a time and commitment level that suits them, and receiving good guidance and projects from their team leader.
4. Recognize all volunteers annually and along the way.

Team Chair: Kate Grimm

Active Team Members: Kate Grimm, Lee Herman

Team reports are due to the Board per the cadence indicated on the Team's charter. This could be monthly or bi-monthly, depending on the work of the team. Please coordinate submission of the report through the Board Liaison for your team. Note: This report does not replace meeting notes from team meetings. Those should still be recorded for each meeting and kept in your team's Basecamp project.

Briefly describe the work of the team since the last report in the following areas.

Current Team Initiatives: *Describe what your team is currently working on, identify if you are "on time" and "on budget" for your initiatives, if not, please explain and describe*

your remediation plan.

- Monthly follow-ups with new volunteer handraisers scheduled (on time, continued)
- Finalize process on tracking volunteer hours (on time, aiming for August launch)
- Evaluating potential new members for the Volunteer Team to allow delegation of regular tasks (on time)

Team Accomplishments/Impact: *What are you or your team currently most proud of or excited about related to your work? Regarding impact, please list any metrics you are able to track for your work.*

- Onboarded 5 new volunteers; immediately placed 3 in positions, will place others when relevant positions are available
- Contributed to monthly newsletter - thanks to Allie Koolbeck and Lauren West Thomas for their review/assistance in creating this content
- Handed off new Events team member to James Gignac
- Checked in with two new Stewardship members, covering in Bernie's absence
- Recruited volunteers to help with both social media and email marketing teams
- Recruited volunteer for Campaign Team re: Preferred Shares education
- Tagged all former OLC volunteers in NationBuilder (pulled report of all volunteer contact information for the Cap Campaign team). Tags are:
 - VS - OLC Admin
 - VS - OLC Events
 - VS - OLC Mark/Comm
 - VS - OLC Calling Team
- Launched new Volunteer request procedure to the board:
 - [Volunteers Needed: What to do when you need a volunteer - Shared Resources and Master Schedule](#)
- Status check in with two existing volunteers
- Facilitated the art installation in Gerber

Team Obstacles/Challenges:

- None.

Input, Decisions, or Participation Needed from the Board:

- None currently. May have items for the next board meeting, but will request time if needed.

Expense Update:

- None

Team's Future Plans: *Please include any timelines for upcoming tasks, responsibilities, activities, or events.*

- Finalize overall Volunteer Coordinator Job Description and Desktop Procedures documentation
 - While each individual module/document in Basecamp is a guide, there needs to be an overarching "how-to" that shows not only responsibilities but how to manage/complete those responsibilities (on time)
- Add new member(s) to Volunteer team
- Identify and continue creating job descriptions for specific jobs, including Volunteer Coordinator

Team Member Update: *Please include any dissenting opinions among the team to ensure they have a voice.*

- None

Volunteer Time Log: *Please log hours work between this report and your last for all work related to this group.*

- Hours for Team Lead: 30
- Hours for Team Members (total): N/A

Additional Notes or Highlights: *What else would you want the board to know?*

- I will be discussing running for the board with both Lee and Dana in the next week

Other potential content to report:

- *Topics or content from the team for the monthly newsletter*
- *Upcoming volunteer needs*

- *Please also create a To Do for the Volunteer Coordinator. If this is a new position, please create a Position Description and forward it to the Volunteer Coordinator.*
- *Upcoming Social Media or Marketing Support needed*
 - *Please also create a To Do for the marketing team.*
- *Upcoming important dates (meetings, events, milestones)*

Discussion
