

2020-08-19 - Volunteer Team Report to the Board

Volunteer Team Report to the Chicago Market Board of Directors

08/19/2020

Person Reporting: Kate Grimm

Will you be attending the next Board Meeting? Yes

If yes, time needed & topic? Yes (8/26). Volunteer Tracking Hours process/procedure for teams and board members. 5-10 minutes including Q&A

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, August launch)
 - To present to board on 8/26
- Evaluating potential new members for the Volunteer Team to allow delegation of regular tasks (on time)
 - Working to find a volunteer with enough hours to donate to this team

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 6 new volunteers; placed 2 in positions, will place others when relevant positions are available
 - Added Brandi Gail to TMTM team to cover marketing.
- Handed off possible event volunteer (James Novotny) to James for a potential flower arranging event.
- Status check in with four existing volunteers
- Finalizing volunteer hours tracking

Team Obstacles/Challenges:

- None

Input, Decisions, or Participation Needed from the Board:

- Volunteer Hour Tracking
 - **Board Needs:** A request is being made for board members to email the Volunteer Coordinator monthly (by the 5th of each month) with volunteer hours
 - Would welcome any input from the current board on this process
- Volunteer Coordinator will log hours for the board, as well as from individual project teams on the spreadsheet (link at bottom)
 - Teams being tracked by monthly/bimonthly reports:
 - Board Members
 - TMTM
 - Capital Campaign
 - Volunteer Team
 - Teams below do not currently submit reports

- Events
 - Working with James to setup regular tracking for this team
- Stewardship
 - Is Bernie the best contact for this team?

Volunteer Hours Tracking Sheet:

https://drive.google.com/file/d/1ct9bJW_8kOcb2fMPG-Z8SfrO7nN4y-sD/view

Expense Update:

- None

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

- Implement Volunteer Hours Tracking
- Source marketing volunteer for Capital Campaign Team
- Start biweekly volunteer email blast - details to come
 - Idea is to keep volunteers engaged and to let those in unplaced positions be aware of what opportunities are available, if any

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

-

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

- Hours for Team Lead: 56
- Hours for Team Members (total): N/A

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

- N/A

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)*

Comments

1:04pm



Grant Kessler, Board of Directors, President

Lee, I was unaware of Kate's desire for meeting time tonight and can't add at this late hour. We need to edit/improve process if requests are going to come in this way...



1:05pm



Lee Herman, Board of Directors, Secretary/Treasurer, IT Lead, Webmaster
My bad - rough and busy week.