

2020-09-16 - Volunteer Team Report to the Board

Volunteer Team Report to the Chicago Market Board of Directors

09/16/20

Person Reporting: Kate Grimm

Will you be attending the next Board Meeting? Yes

If yes, time needed & topic? Yes (9/30). 2 topics, 5-10 minutes including Q&A

- Volunteer Tracking Hours process/procedure for teams and board members
- Volunteer request process - for new board members

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)

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 4 new volunteers
 - Sarah Bergman
 - Mark Dawson
 - Jeomar Montelon
 - Caleb McAndrew
- Referred several volunteer to James for the Events team
- Referred 2 volunteers for email marketing efforts
- Referred 1 volunteer to the Capital Campaign team
- Offboarded Allie Koolbeck
- Status check in with 3 existing volunteers

Team Obstacles/Challenges:

- Need to balance work on volunteer team and other projects as adding other board member responsibilities.

Input, Decisions, or Participation Needed from the Board:

- Volunteer Hours

Expense Update:

- None

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

- Sent bi-monthly email to unassigned volunteers to continue engaging these people while looking for places to assign team members; hoping to build Volunteer Team through this endeavor
- Present and finalize Volunteer Hours tracking
- New volunteer recruiting in progress
 - Graphic Designer

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: 28
- Hours for Team Members (total): 28

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

- Previous brought up as obstacle: regarding new hand raisers, Volunteer Coordinator is sometimes struggling to find places where new volunteers may be able to contribute that fit with their skillset/interest. VC is currently following up regularly with these people to ensure continuity even if we don't current opportunities; follow-up has been well received.
 - *VC will put names and short bio of each new handraiser to increase visibility to board members as to what skillsets are being raised in new volunteers.*

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)*