

2020/12/18 - Volunteer Team Report to the Board

Volunteer Team Report to the Chicago Market Board of Directors

12/16/2020

Person Reporting: Kate Grimm

Will you be attending the next Board Meeting as the Volunteer Coordinator? 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.*

- A bit of a slow month for the volunteer team - this month consisted of a lot of follow-up to last month's tasks
- Actively recruiting for these roles via the [monthly volunteer email](#)
 - New Owner Onboarding (administrative role) - I am hoping to train someone on this in early January
 - Email/Phone Outreach – Database Cleanup for Bounced Emails
- Creating interest/recruiting for these [teams](#)
 - Capital Campaign
 - TMTM
 - Volunteer
- Working with Outreach and Inclusion to start filling out this team with volunteers

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.*

- Sent [monthly volunteer email](#)
 - Next email to go out Jan 11
- No new volunteers this month

Team Obstacles/Challenges:

- None

Input, Decisions, or Participation Needed from the Board:

-

Expense Update:

- None

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

- Update Volunteer web page (delayed)
 - Aiming to complete by Jan 15
- Update PowerPoint deck (delayed)

- Aiming to complete by Jan 15

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

- I am still actively recruiting

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

- Hours for Team Lead: 12
- Hours for Team Members (total):

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

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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
