

2021/2/17- Volunteer Team Report to the Board

Volunteer Team Report to the Chicago Market Board of Directors

2/17/2020

Person Reporting: Kate Grimm

Will you be attending the next Board Meeting? Yes.

If yes, time needed & topic? No.

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

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.

Actively recruiting for these roles:

- Outreach and Inclusion
- Marketing Manager (1 recruited, position still open)
- Capital Campaign
 - Data Tracking Volunteer (1 recruited, position still open)
 - Communications and Content Creator Volunteers
 - Acknowledgment Processing Volunteer (I have 2 leads here that I'm seeing through)
- Co-op Cultivator Team Lead and Team Members
- On deck: to recruit for Stewardship in the spring; working with Bernie

Progress made for copy on additional pages for the Volunteer page of the Website; ideas include:

- Recruiting
- Education
- Intake form (see example below)
 - <https://docs.google.com/forms/d/e/1FAIpQLSeWMJpAoELTcOVEA3ctfqE5yIQ5GQyz7vfUxYHbkjJC3xmt8A/viewform>
 - <https://www.foodshed.coop/volunteer-training>

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 email to all unassigned volunteers.
 - Next email to go out March 10
- Onboarded 4 new volunteer
 - Gabby Rosi
 - Has experience as an Owner Rep and extensive experience at Whole Foods including store layout, design, interior architecture, etc. Referred to Grant and Bob re: architect referral
- Positions filled/closed:
 - Architect
 - Social Media Managers

- Email/Phone Outreach – Database Cleanup for Bounced Emails - have referred several options to Lee.
- Onboarding New Owners

Team Obstacles/Challenges:

- Working to balance commitments to this team and others.

Input, Decisions, or Participation Needed from the Board:

- N/A

Expense Update:

- None

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

- Starting work on a volunteer recognition program.

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

- Still actively looking for recruits for team.

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

- Hours for Team Lead: 20
- Hours for Team Members (total):

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

- New volunteers handling Owner Onboarding are working out really well. Have developed a streamlined process to easily assign recurring to-dos in Basecamp. If anyone would like to see a demo, please let me know.

Other potential content to report:

- *Topics or content from the team for the monthly newsletter*
- *Upcoming volunteer needs*
- *Upcoming Social Media or Marketing Support needed*
 - *Please also create a To Do for the marketing team.*
- *Upcoming important dates (meetings, events, milestones)*

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Discussion
