Session: Volunteers

2010 Chapter Leadership Conference
Recruiting new volunteers is hard work

• Requires a significant time investment by chapter leaders
• Some people don’t like to ask for help

but...

It’s worth it!

• No chapter can exist without new leaders
• To get new leaders, you need new volunteers first
Recruiting Volunteers Successfully

Why You Need’em > How to Get’em > What to Do With’em > How to Keep’em
Volunteers: Why You Need’em

Shared Responsibilities

- Plan the event
- Pick a venue
- Find a speaker
- Arrange the food
- Setup registration

Doing It Yourself

- Risk of not completing necessary tasks in time (bus theory)
- May miss or forget something

Fresh Ideas

Working Together

- Fewer tasks for each individual
- More brains to think over potential problems
- Teamwork and leadership development

Develop Future Leaders
The Need for Building Your Base

Chapters perform better with strong leadership on all levels.

Volunteers typically bring friends along to events (keeps the cycle going).

A pool of volunteers will contain a few strong leaders.
Volunteers: How to Get’em

Tap into People Who Attend Events

Events Attendees…
• Probably have a some sort of connection to UT
• Like being around UT people
• Are great candidates to be volunteers

Host an Open House
• Serves as an opportunity to explain volunteer opportunities
• Allows for members to show they want to help

Just Ask!
• All board members have Texas Ex friends who could play an active role
• If everyone asks just 2-3 people, you’re bound to get some good volunteers

Think about what works in your area
Tips on How to Ask

**Timing**
Recruiting volunteers needs to be an ongoing activity throughout the year. Your chapter can’t succeed without them.

**Ask Directly**
Be specific and upfront about any special skills required.

**Find a Fit**
Listen to their needs and wants and fit them in appropriately to the chapter.

**Be Positive**
Approach recruiting volunteers in a positive manner. Make it easy for them to say yes.

**Personalization**
When possible, ask them personally. Sometimes a mass email is necessary, but the personal touch is much more effective.

**Follow-Up**
Always follow up, sooner rather than later, with any potential volunteer.
Volunteers: What to Do With’em

If you get volunteers, USE THEM!

If someone agrees to volunteer but they are never used they will take their time and resources elsewhere.

- Makes them feel needed and wanted
- Gives them greater buy-in to the success of the chapter
- Makes people more likely to stick around
Delegation: The 3 L’s

Don’t do it all yourself… delegate!

- Takes the pressure off the one or two people that “do everything”
- Builds a wider base of leadership & brings new people to the chapter
- Casts a wider net of friends
- Gets “buy-in” by leaving room (Starbucks theory); buy-in gives you momentum

Look for good people

- Keep an eye out for new volunteers
- Think about who would be a good fit

Listen to them

- Learn what people need from you first
- Find out what they like and want to do

Let them shine

- Give them room to succeed
- Give them credit for their success
Delegation: The How-To’s

STEP 1  Stop doing everything yourself!
STEP 2  Give some tasks to the volunteers
STEP 3  Provide boundaries and guidance for their tasks

*Boundaries are the things about the event that you care about:*
  - Timing and location of the event
  - Will there be a speaker of raffle / auction?
  - What color are the napkins?

*Limit the boundaries so the volunteer has some room to make decisions*

*Be available to provide guidance*

*Boundaries may need to be adjusted on the fly*

STEP 4  Follow-up
STEP 5  Give feedback
Task Creation

So, what comes first, the volunteer or the task?

*Have tasks ready to be assigned to volunteers before they sign-on.*

**CREATE A LIST OF TASKS**
- Secure the location
- Locate a caterer and entertainment
- Create the invitation
- Handle ticket sales
- Design invitations
- Secure raffle prizes
- Table decorations
- Get sponsors
- Get a photographer

**FIND VOLUNTEERS**
1. Contact people in the chapter
2. Ask them to perform specific tasks
3. Give them boundaries
4. Let them run with it!
# How to Keep’em

| Integrate them into the culture | Make them feel like they are a part of the chapter’s success |
| Get them involved | Use the volunteers again! |
| Thank them | Everyone appreciates when they are appreciated |
| Respect them and their time | Make sure assigned tasks are a wise use of their time |
| Make sure they have a voice | Respect their opinions and provide an avenue for them to be heard |

*Constantly be on the look out for future leaders! Start new volunteers in small roles and gradually have them work their way up.*
Questions / Discussion