

# Recruitment

---

## The ABCs

**A**uthenticity – don't sell volunteerism, you want the right volunteers, not just any volunteers

---

**B**enefits – how the volunteer benefits from the chapter, not how the chapter will benefit from the volunteer (What are you hoping to gain from volunteering?)

---

**C**larity – be clear about expectations, time involved, what defines success

---

# Succession Planning

## Month 1

- Focus inward
- Assess board structure and what's needed
- Talk with current board members about whether they wish to continue in current role, different role, need a break

## Month 2

- Create job descriptions/summaries for open positions
- Begin recruiting/advertising
- Identify potential volunteers

## Month 3

- Begin discussions and placement

-

- Recognize outgoing board
- Hold reception/event
- Finalize board slate and send out for vote
- Arrange for transition time

# Sustaining an Active Board

## Onboarding

### **Welcome/Orientation**

Within 1 week – Transition meeting with previous board member and discussion with VP

Within 2 weeks - New board member orientation

Within 1<sup>st</sup> Month - Strategic planning meeting within first month

Coffee anyone?

### **Documentation/Transition**

Shared Drive

Collaboration channel/method

Board roster

Processes and forms

### **1-1 Meetings/Buddy System**

Lots of questions, who can answer?

## Management

### **Consistency**

IABC, Region, President, VPs

### **Accountability**

Hold people accountable to expectations

Model by example

### **Transparency**

Share decisions, various projects, areas of focus

### **Recognition**

Begin board meetings with recognition

Acknowledge accomplishments regularly in writing

Be specific with recognition individually

Formal activities – holiday gift cards, happy hour, end of year event

# Notes

**My two to-do's by 3/31 are:**

- 1.
- 2.