



MnIPS Volunteer Process

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Introduction

This document is being written to clarify the needs of a volunteer organization in order to better understand what is necessary to create and implement appropriate volunteer opportunities.

It is written from both the board members and the volunteer's perspective in order to give everyone a basic understanding of their roles, responsibilities, and the time commitment needed for each opportunity. It is NOT meant to exclude person-to-person, face-to-face communication and mentoring which are some of the reasons for creating volunteer opportunities. More information regarding the volunteer opportunities is also posted on this site.

The document contains the following areas:

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 - Membership
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 - Program Committee
 - Arrangements Committee
 - Newsletter
 - Golf Outing
 - ECommunications area
 - MnIPS-Net
 - MnIPS website

Reasons for volunteer opportunities

Board Members

MnIPS organization has a charter to provide networking services. Volunteering is a good way to provide networking opportunities.

MnIPS organization can use volunteers to help grow and maintain the organization by getting them involved and giving them a sense of ownership.

Provides the board members mentoring opportunities by working with individual volunteers, helping volunteers by providing feedback in areas they are strong or where they could improve.

Volunteer

Wants to be involved and network with fellow IT professionals.

Provides a direction to volunteers that are looking for an opportunity to get involved.

Wants to show, learn, or practice talents to organization or update skills in areas they are volunteering in.

Communications needed for successful opportunities

Monthly meetings should advertise opportunities with information on who to talk to and/or where to get more information.

Website should contain basic information in a table with info such as Area, time commitment where measurable, general description of possible opportunities.

A group electronic bulletin board such as MnIPS-Net could contain documents describing general efforts, timelines, etc. Can also contain specific descriptions and progress tracking for each effort.

Responsibilities for volunteer opportunities

Board Member

Each chairperson needs to define, document, and share with the board, general responsibilities and tasks for volunteers in their area.

For specific opportunities, the board member is responsible for a workable request. It should define the overall opportunity, including expected time commitment, advertising the opportunity, and finding a volunteer.

For the duration of the opportunity the board member is responsible for clearly communicating with the volunteer regarding the tasks involved, the timeline needed, and to provide any mentoring as needed.

Volunteer

Will be responsible for most of the actual work on the tasks assigned.

Will work with the board member to define actual tasks and timelines.

Will be responsible for reporting progress of effort to board member, particularly any issues that they may be encountering that will affect the outcome of the task.

Provide a final wrap up of the effort. If the effort was something that had tasks that could be documented to be used for the next effort then a document should be provided. If not then feedback to the board member or the board on their experience would help to everyone understand what works and doesn't work.

General information about opportunities

Specific opportunities need to be well defined so the volunteer can understand and work with the information provided to them. Opportunities not defined well will cause confusion and frustration for the volunteer and they will probably not stay interested or will fail in their effort.

Communication needs to occur. At least one face-to-face contact should be made between the board member and volunteer at kickoff time for the effort.

Opportunities should have varying time commitments. Depending on the task some may want a shorter commitment while others may want to stay involved in an ongoing opportunity.