



Region 3 Volunteer Integration Process (VIP) Project

Project Lead: Jill I. Gostin

jgostin@ieee.org

The Elevator Pitch

- For IEEE Volunteers
- who just assumed a new responsibility, the
- Volunteer Integration Process (VIP)
- Is a Region 3 developed process
- that provides training and support for the new responsibility.
- Unlike the CLE training modules,
- our project will develop a start-to-end process to help the volunteer feel comfortable with performing their new responsibilities.

Why?

- ▶ Volunteers often don't know what their responsibilities are or who to turn to when they have questions
- ▶ We need a formal, repeatable process for providing guidance to volunteers
- ▶ Lessons learned are often lost when a position transitions to a new volunteer
- ▶ Finding information through searching online can be frustrating and time consuming
- ▶ Events and deadlines are often overlooked, forgotten or unknown



What?

- Identify volunteers in new positions
- Push to them the information (job responsibilities, dates and deadlines) about their new position
- Connect the volunteer with a mentor
- Provide opportunity for feedback and evaluations
- Add lessons learned to the information repository
- Maintain a calendar related to each position and push reminders as needed
- Start with a few Sections



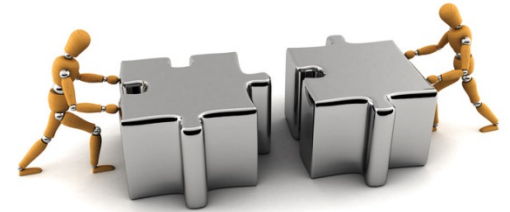
How?

- Push tool (initial notification – make use of MGA current notification process?)
- Repository of positions and map to information
 - Position history
- Calendar to use push tool
- Support team, Mentor pool
- Interface to officer/position reporting
- Evaluation
- Maintenance of repository



Who?

- Project Manager – Jill Gostin
- Project Champion – Dave Green
- Information Build – Jill Gostin, Daniel Diaz
- Information Management Team – Peter Sahlstrom, Bill Marshall, Jill Gostin, Charles Lord
- Sections: Atlanta, Western North Carolina, Broward
- Mentor Team Advisor – Bill Ratcliff



Survey of Section Chairs (1 of 2)

- ▶ Key positions for which help is needed
 - Chair
 - Treasurer
 - Secretary
 - Vice Chair
 - Area Chair
 - Membership Development
 - PACE
- ▶ All have used IEEE online resources
- ▶ All have had assistance from predecessor

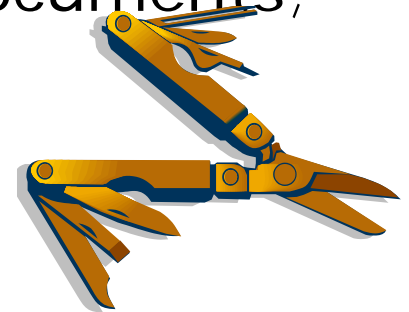
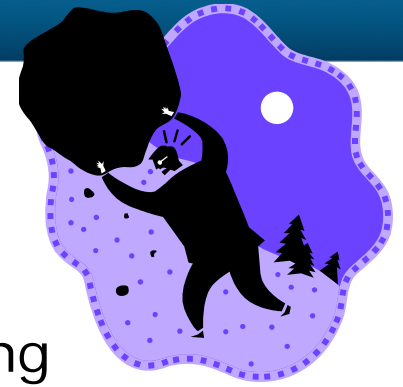


Survey of Section Chairs (2 of 2)

► Challenges

- Locating information on IEEE website
- No initial training – need training before starting
- Don't know what they need to do/know until it's asked for (need to be more proactive)
- No schedule of what needs to be done

- ## ► Some prefer webinars; some prefer documents; some want mentor



Integration Process

- Identification of new volunteers ✓
- On-boarding email ✓
 - Job Description ✓ (based on Section size)
 - Mentor Assignment
 - Annual Calendar ✓
 - Online Resource Links ✓
- Opt-in for monthly calendar reminders
- Feedback loop

Status (1 of 2)

- Receiving monthly updates from IEEE MGA of new volunteers
- Need to refine repository of position descriptions and calendar
 - Update Area Chair, MD Chair, PACE Chair descriptions
 - Calendars for all positions
 - Need to make it more automated

Status (2 of 2)

- Tested automated emails from MailChimp, accessing GoogleDocs
 - Sent to Trial Section Officers (Chair, Vice Chair, Secretary, Treasurer)
 - Asked for feedback
 - Included links to other IEEE information (e.g., CLE) and downloadable documents
- Mentor pool
 - Some mentors identified
 - Need more mentors
 - Need mentor training / assignments
- Feedback methodology as yet undetermined

Contact

**Please contact me with any suggestions,
questions or issues!**

Jill Gostin
jgostin@ieee.org