

Volunteer Integration Process Project

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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 reporting / position establishment
 - Evaluation
 - Maintenance of repository
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- Decide on subset to start with
 - Solicit Sections to volunteer (decide on characteristics)
 - Solicit Positions/Input
 - Build repository
 - Run for 1.5 year
 - Evaluate

Who? – How about You?

- Project Manager – Jill Gostin
- Project Champion – Dave Green
- Information Manager (build repository)
- Developers (repository architecture and IT support)
- Pilot Section Manager
- Mentor Lead (build mentor support team)