

Volunteer Roles Task Force

Meeting Minutes from 4/10/12 conference call

Attendees: Chris M., Mike H., Rob, Hugh, Tracy

Duration: 50 min. (8:35 - 9:25PM Eastern)

Meeting Notes:

1) Minutes from 3/8/12 were approved.

- Chris M. to post them to the BOD forum.

2) Action Item follow-up from 3/8 call:

a) Chris emailed LMSC and Committee Chair contacts with draft templates (4/1)

- Deadline for feedback is 4/15.

- To date, Chris has received 8 responses from the LMSC Communications contacts, and 2 from Committee Chair contacts.

b) Mike H. to submit Zone Chair volunteer template.

- Mike is completing the draft and will send out and post to BOD forum when ready.

c) Mike H. submitted a Convention Coordinator template (posted to BOD VRTF forum, 4/8)

d) Mike H. submitted a National Meet Liaison template (posted to BOD VRTF forum, 4/9)

e) Chris to confirm if BOD volunteer draft templates are being worked by Governance. (emailed Nadine for an update)

f) Chris to follow-up with Nadine regarding the Rule Book Editor template. (emailed Nadine for an update)

2) Discuss template ownership and maintenance

- Ideas on VRTF recommendations were discussed, but no final decision was made.

- Discussion will continue, but at this time likely options appear to be recommending template ownership and management by LMSC Development and National Office.

- VRTF would still recommend that LMSC Volunteer templates be posted on usms.org under the Administration tab as a new "Volunteer Opportunities" link.

- The Guide to Operations (GTO) link for existing LMSC Officer Job Descriptions should be changed to point to LMSC Volunteer templates web page.

- Some feedback mechanism should be made available for members who have suggested changes.

- Chris to share current LMSC draft templates with compiled feedback with BOD and LMSC Development Committee.

3) Discuss how to promote and recruit volunteers for positions

- Chris copied VRTF on email response to Rob B. note on 4/5

- Options to use free services or bulletin boards to allow members to inquire

- Comments related to this option to use a third-party site seemed to raise the question whether it would work as effectively as using existing USMS-branded options (feedback from a new "Volunteer Opportunities" usms.org page, or a Facebook group dedicated to USMS Volunteers).

- Will a third-party tool help with recruiting, since it may only be a web site that shares information about available volunteer roles?

- Some felt that a more active method would be training existing volunteers to recruit interested and qualified successors.

- 4) Any assistance that VRTF can provide for LMSC Dev Training Subcommittee?
 - Per Rob C., no assistance needed at this time.
 - Rob C. mentioned that the Subcommittee is still looking at the option of having a guest speaker at Convention.

- 5) Other volunteer draft template work
 - When new draft templates become available
 - BOD volunteer roles/positions (we will post to BOD forum for feedback)
 - Zone Chair volunteers (we will share draft with Zone Chairs for feedback)
 - Special Assignments (we will post to BOD forum for feedback)

- 6) Roundtable
 - No additional comments or new topics.

- 7) Next Meeting date/time
 - Next meeting tentatively scheduled for Tue., 5/8 at 8:30PM Eastern.