



# How to Make Volunteering Easier in a Busier World

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# Summary

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Why is it important to simplify? How do we simplify? What are we simplifying? We decided to bring this topic to Chapter Leadership Day because of the number of chapter's reporting that burnout is the greatest challenge. Overdoing is a common problem these days, in all aspects of our lives, but with the right perspective and the tools, we can reduce the clutter and make it easier, more rewarding and more fun to lead our chapters. The first step to simplification is to get everyone on the same page. Not just on the chapter level, but also association wide. This is done by starting with a vision, unifying with a mission, planning with a strategy and accomplishing it all with tactics.

Picture this: you chapter's board unanimously commits to a vision. Suddenly, everyone's effort creates this momentum and drive to be successful. Members actually take notice of the ambition at meetings and events. There's an excitement in the air. With the new initiatives, there are new opportunities, which in combination with the new energy, causes a magnetism that attracts more members to be involved. Before you know it, your chapter is bigger, stronger, faster, and smarter.

This presentation is about bringing everything together. Volunteering and leading can be simple, and we can all continue to include it in our lives for the benefit of our communities and ourselves.

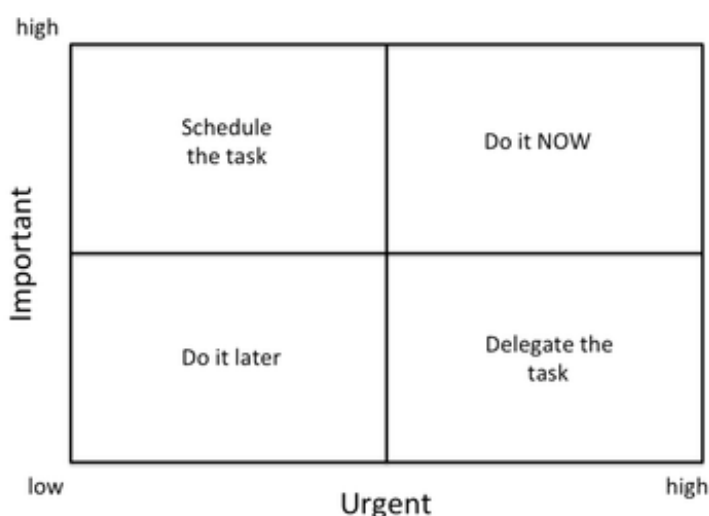
## Objectives

- Explain how burnout occurs, and share tools/methods for avoiding it.
- Demonstrate how a vision and mission for a chapter creates a foundation for success.
- Use various exercises to show how all concepts can be implemented.
- Provide resources and ideas for further simplifying the workload of chapter leadership

# Presentation & Activities

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## Eisenhower Grid #1



- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

## Goals

Personal

Association

1.

1.

2.

2.

3.

3.

## Vision & Mission

Vision:

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ARMA International's: "ARMA International is the authority on Information Governance."

Mission:

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ARMA International's: "To advance Information Governance principles and practices, and to support the ongoing development of Information Governance professionals."

## Action Plan

Agenda:

- I. Use your mission statement as your mission objective
- II. Create and list 2 events that achieve the mission
- III. Strategize to make the events successful
  - a. Roles of each board position
  - b. Share ideas about what makes an event successful
- IV. Evaluate (list) obstacles – share any obstacles that you've experienced
- V. Add target dates to each
- VI. Review

## Eisenhower Grid #2



## Tips

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### **Burnout**

Attempting too much is a big reason why people experience burnout and stress. The 3 common reasons why this happens is: 1) the ego: our desire for achievement overshadows our perception of reality; 2) Low self-esteem: we hope to prove our worth by taking on more responsibilities; and 3) an inability to say “no”: we worry about appearing selfish, unhelpful or overwhelmed.

These are not the only explanations, but no matter what the root cause may be, the following solutions are helpful for any situation: 1) be humble: know your limits; 2) be secure: know that your productivity does not define you; and 3) plan efficiently: this will allow you to know your realistic capacities. You can even reference your planning to help you say no.

### **Vision**

What kind of statements would create unity and loyalty in your chapter? Finish this sentence: “I believe...”

Visions are not the place for long-winded descriptions about what your chapter does or its value to members. Your statement shouldn't require more than a line or two to capture the future you imagine.

### **Mission**

Mission creates common ground so that differences do not get in the way allowing operations to become simpler. When differences don't get in the way, you have unity. As a united group, the board members become torch bearers of the chapter's goals, because people share what is important to them.

When creating a mission, it can be helpful to ask the following kinds of questions:

- If we doubled up our membership, what would it look like?
- What could we achieve?
- What would we need to do differently to support so many new members?

At first these questions can be difficult to answer. Working with a hypothetical is not easy. But if your chapter has a relatively tight knit group of 50 members, and you begin to consider how it would look to have the diversity and depth of 100 members, you begin to realize that not only might you need a more efficient system to help guests at your meetings, but that maybe you need to be facilitating more opportunities for members to connect and network.

## **The Board & Meetings**

Priority #1: Have fun – “The board that plays together, stays together.”

Priority #2: Keep things simple and concise

Priority #3: Be prepared:

- Be prepared for meetings – have an agenda that all board members have access to
- Read the agenda and the report submissions – send reports to the board prior to the meetings and reserve a time in the agenda for questions about each report
- Write initial questions prior to meeting
- Research and obtain necessary information for your meeting responsibilities
- Discuss and decide – know when to leave the rest to those responsible for a task
- Take proper minutes at Board meetings – review the progress made at meetings, show how it ties to the mission, and send out a post-meeting report that everyone can review

Agendas:

- Timed – allot a certain amount of time for each item
- Consent – items on the agenda that only need a vote and no discussion

Meeting “Hacks”

- Parking Lot – a running list of all items that need to be addressed but are not on the agenda and managed by a “parking lot attendant”
- Ground rules – simple guidelines for expectations during meetings

## **Delegation & Micro-Volunteering**

Why should we ask for help? Besides narrowing our to-do list, it also allows more time for us to be strategic and focus on the big picture. When you ask someone to help, it means that you trust them to get it done. Creating trust, creates loyalty, and loyalty ensures sustainability. Sustainability is about creating momentum, and with momentum, you have inherent succession of leadership roles.

Suddenly, everything falls into place, everything becomes easier to accomplish...*everything is simpler.*

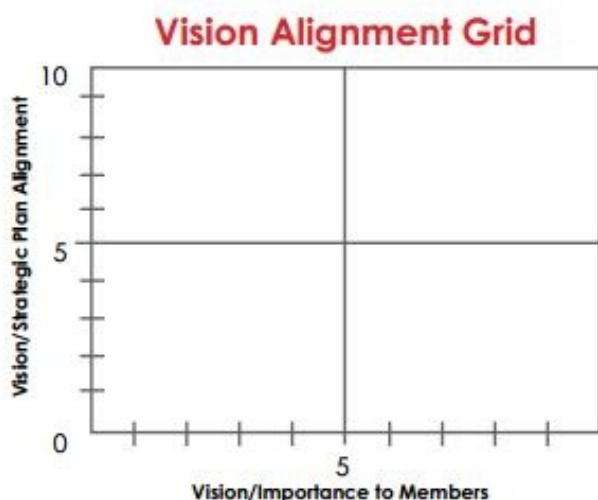
How to ask for help:

- Put your trust in others
- Take the time to explain how the task fits into the bigger picture
- Give options and an out.
- Don't recruit during meetings – ask in person
- Recognize member's contributions (i.e. Member of the Month)
- Macro-manage don't micro-manage
- Share the progress made due to their help
- If they say “no” the first time, it doesn't mean there won't be another opportunity

## Tools & Resources

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### Vision Alignment Grid



This grid is useful for ensuring that all of your chapter's activities are connected to your vision as well as the association's. The X-axis represents the value to the members and the association and the Y-axis represents alignment to the strategic plan and purpose.

### The Smart of Core...Purpose

There are 5 keys to victory:

Knowing when to schedule events and when not to, **brings victory**;

Knowing how to balance your time for things important and urgent, **brings victory**;

Holding members and the board united in purpose, **brings victory**;

Careful preparation to catch the attention of your attendees, **brings victory**;

A skillful micro-volunteer given free reign by the board, **brings victory**.

### Resources

- [www.wunderlist.com/en/](http://www.wunderlist.com/en/) - Free
- [www.openbadges.org](http://www.openbadges.org) - Free
- [www.kickoffapp.com/](http://www.kickoffapp.com/) - for MacBook & iPhone
- [www.chapterspot.com/](http://www.chapterspot.com/) - Free
- [www.doodle.com](http://www.doodle.com) - free
- [www.huddle.com/](http://www.huddle.com/) - more expensive
- [www.evernote.com/](http://www.evernote.com/) - Free
- [www.producteev.com/](http://www.producteev.com/) - Free
- [www.hitask.com/](http://www.hitask.com/) - Free
- [www.getflow.com/pricing/](http://www.getflow.com/pricing/) - Free
- [www.asana.com/](http://www.asana.com/) - Cheap
- [www.eisenhower.me/](http://www.eisenhower.me/) - Online Eisenhower Organizer
- [en.todoist.com/](http://en.todoist.com/) - Cheap
- The Lazy Leader's Guide to Outrageous Results – Cynthia D'Amour, MBA