

# WESTERN RESERVE ROWING ASSOCIATION

## VOLUNTEER COMMITTEE COVER SHEET - 2016

<b>COMMITTEE</b>	<b>Name</b>	<b>Email</b>	<b>Preferred Phone</b>
Director in Charge	Sally Fahrenholz	volunteer@westernreserverowing.com	
	Larissa Childs		
	Scott Labuda		
	Eric Romilly		

**Date approved by WRRRA Board of Directors:**

**Mission of WRRRA:** WRRRA provides and promotes adult competitive and recreational rowing for the Northeast Ohio community through quality programming.

**Primary Purpose of Committee:** To promote and manage volunteerism within the WRRRA community.

**Scope – Responsible for:**

1. Execute an effective process for accurate recording, verification and reporting of volunteer work hours. This includes service provided outside scheduled events such as maintenance of our equipment.
2. Establish and execute a policy for processing Volunteer Deposit Refunds
3. Establish incentive and recognition programs to encourage and reward volunteering.
4. Determine which internal requests for Volunteers will be granted and provide recommendations about external requests to the Board of Directors.
5. Make annual recommendations to the Board of Directors on the magnitude of the Volunteer Deposit and the minimal hours of service required to earn a refund.
6. Promote supported volunteer events through all available mechanisms.
7. Schedule volunteers for supported events.
8. Provide a tally of volunteer hours accrued to all members.
9. Provide mechanism for members to voice a disagreement with the recorded hours.

**Goals – For 2016:**

1. Identify and implement new and creative approaches to engage more of the membership in volunteering.
2. Educate membership on club operation, significance of volunteer effort, volunteer opportunities, etc.
3. Establish an efficient, functional, and sustainable organizational structure for the Volunteer Committee.
4. Thoughtfully schedule timing of volunteer events to maximize success and minimize burn-out.
5. Create a recognition/award program.
6. Establish WRRRA ownership of and best practices for management of the Volunteer tracking spreadsheet.

**Authority – Specifically Authorized to:**

- 1.** Respond to WRRRA members via the “Volunteer” email account. Communication with the entire membership will be managed by the Director.
- 2.** Promote volunteer events using web and social media in collaboration with the Communications Director.
- 3.** Make determinations about supporting internal requests for Volunteers.
- 4.** Track and report Volunteer Service hours.
- 5.** Plan and execute a volunteer recognition program.
- 6.** Decide whether requests for recording of Volunteer hours for work outside scheduled events are approved according to established procedures.
- 7.** Establish an “executive” committee comprised of the Director, Chair and Event Manager which has authority to make operational decisions, and approve requests for credit but not to create policy.