Volunteer Leader Development – Checklist

Here is a handy checklist of topics in the Volunteer Toolkit. Use it to assess what you already know and what you want to learn about. Some information is specific to AMSN. Other information is general and useful within any organization or situation.

☐ AMSN Volunteer Leader Introduction (PPT)
  ➢ About AMSN Today
  ➢ AMSN Structure
  ➢ Overview of Volunteer Units
  ➢ Resources for Volunteers

Resource Tabs

☐ Start Up
  ➢ Task Force Charter
  ➢ Committee Role Description
  ➢ Task Force Kick-Off (with president, chair, board and staff liaisons)
  ➢ Recruiting and Selecting Volunteers
  ➢ First Meeting of Volunteer Unit

☐ Accomplish Work
  ➢ Communication Resources
  ➢ Effective Meeting Resources
  ➢ Survey Techniques to Gather Information

☐ Report to the Board
  ➢ Status Reports
  ➢ Board Reports & Forms
  ➢ Task Force Final Report & Form
  ➢ Agenda Items & Form

☐ Build, Evaluate and Recognize
  ➢ Volunteer Unit Team Building
  ➢ Self and Volunteer Unit Evaluation
  ➢ Volunteer Recognition
  ➢ Selecting the Next Chair

☐ Volunteer Unit Policies & Best Practices
  ➢ Volunteer Policy 4.1
  ➢ Expense Policy & Form
  ➢ AMSN Committee Role Descriptions
  ➢ Communication Best Practices

☐ Run for a National Office
  ➢ Nominating Committee Involvement
  ➢ Elections
  ➢ Typical Pathway to the Board
  ➢ What Board Members Do