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Making Volunteering Easier in a Busier World

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THANK YOU!



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To start...

Section 1

- I. Leadership Survey Refresher
- II. Chapter Reports
- III. Some Statistics
- IV. The Decision to Volunteer



Eisenhower Grid

- How important is the task?
- How urgent is the task?
- If the work is not important nor urgent, then stop doing it.

	Urgent	Not Urgent
Important	Group 1: Urgent and Important	Group 2: Important but Not Urgent
Not Important	Group 3: Urgent but Not Important	Group 4: Neither Important nor Urgent

TASK: List 5 things that you have to do when you get home.

2014 Leadership Survey

- 3 largest challenges for chapters:
 - Membership Participation – 78%
 - **Board/Volunteer Burn Out – 58%**
 - Membership Recruitment/Retention – 57%
- Chapter reports
 - “The chapter continues to struggle to get volunteers to serve on committees, special projects, etc. **This is our greatest challenge.**”
 - “The Board of Directors spent the majority of the time just operating and did not have time to spend on additional projects”



- 100 million volunteers in the

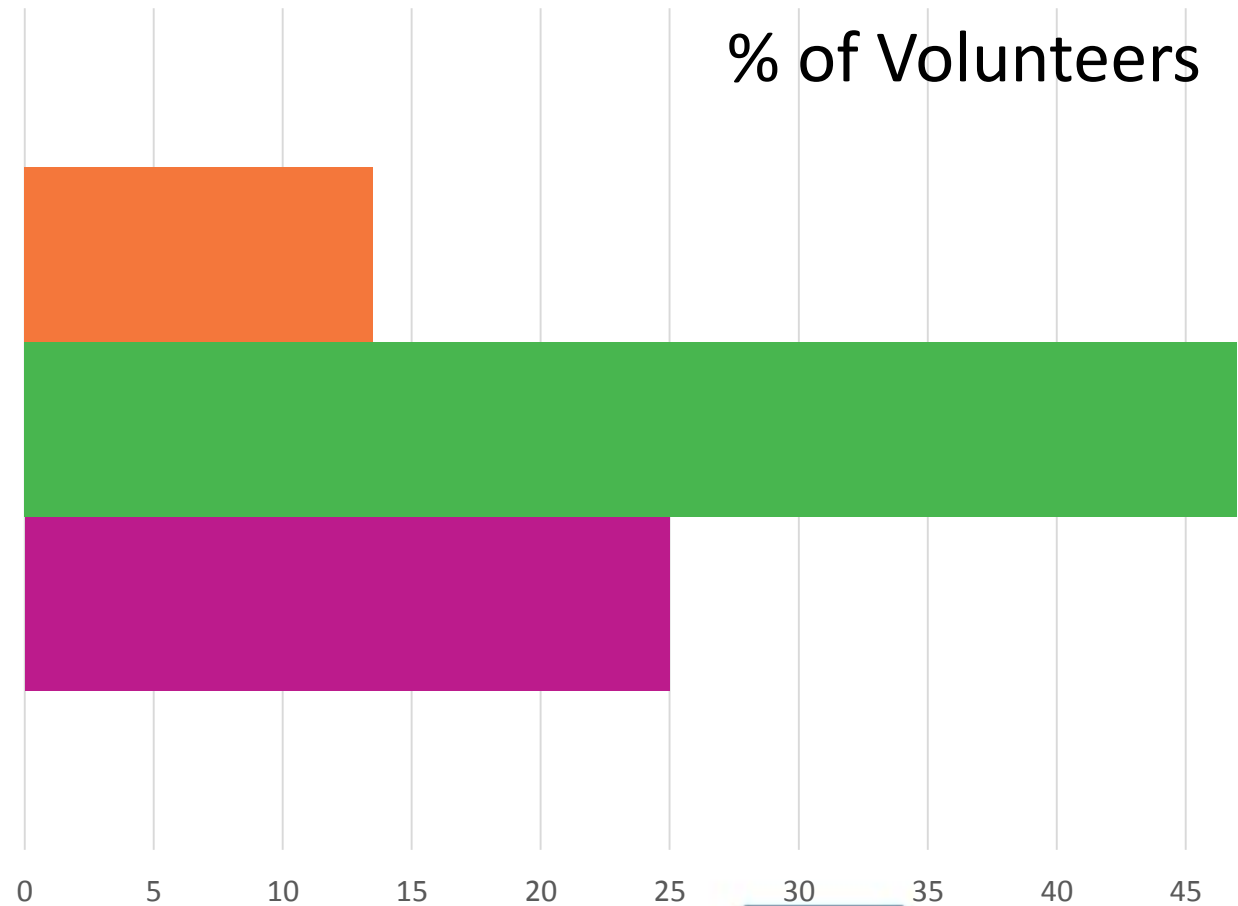
EU

- 47% of

Canadians

- 1 in 4




































Americans



The Decision to Volunteer

Top 4 Reasons	
To help others	Altruistic
Compassion for those in need	
For the profession	Personal Growth
To gain a new perspective	



	 Alex Weltman Scribe	 Matthew Klasco Brother at Large	 Jason Englander Exchequer	 Adam Licht Brother Master	 Micah Mador Lieutenant Master	 Jacob Bornstein Sentinel	 Maxwell Cover Previous Member Master				
 Ethan Blumenthal	 Tyler Brown	 Seth Crane				 Caleb Donlan	 Jacob Engel	 Wes Friednash			
 Ruben Goldstein	 Michael Heffler	 Nickolas Kraft				 Stevie Kreimendahl	 Colton Lederer	 Zachary Levin			
 Sam Loob	 Joshua Marcus	 Jacob Minkoff				 Matthew Moskowitz	 Alec Nyberg	 Ryan Nyberg			
 Josh Rhens	 Tucker Robinson	 Nick Rosenfield				 Zack Saunders	 Ian Solow-Niederman	 Jacob Spielman	 Zach Stein	 Ari Steinberg	 Adam Titchenal

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Agenda

- Section 2
 - I. Why? How? What?
 - II. Burnout – Activity 1
 - III. Vision/Mission – Activity 2
 - IV. The Board – Activity 3
 - V. Simplifying



Why? How? What?



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I. Burnout

Burnout means overdoing

Common reasons we do too much:	Solutions
Ego	Be humble
Low self-esteem	Be secure
An inability to say 'no'	Plan efficiently

Planning

- A simple plan works best
- 1 hour of planning can save 3 hours of activity
- Luck is when preparedness meets opportunity



Goals

- Upside and downside
- Cornell University
- Reasonable and attainable



Activity: *Write down your top three attainable personal goals and top three goals in your chapter.*

II. Vision

Board commits to vision



Creates momentum



Members notice



New opportunities for involvement



More members get involved



Chapter grows stronger and achieves more



Creating Your Chapter's Vision

- It's all about WHY
- Inspiring, Compelling, Rich
- Benefits:
 - New members
 - Volunteerism
 - Sponsorship revenue
- Make-A-Wish –



“Share the power of a wish with a child.”



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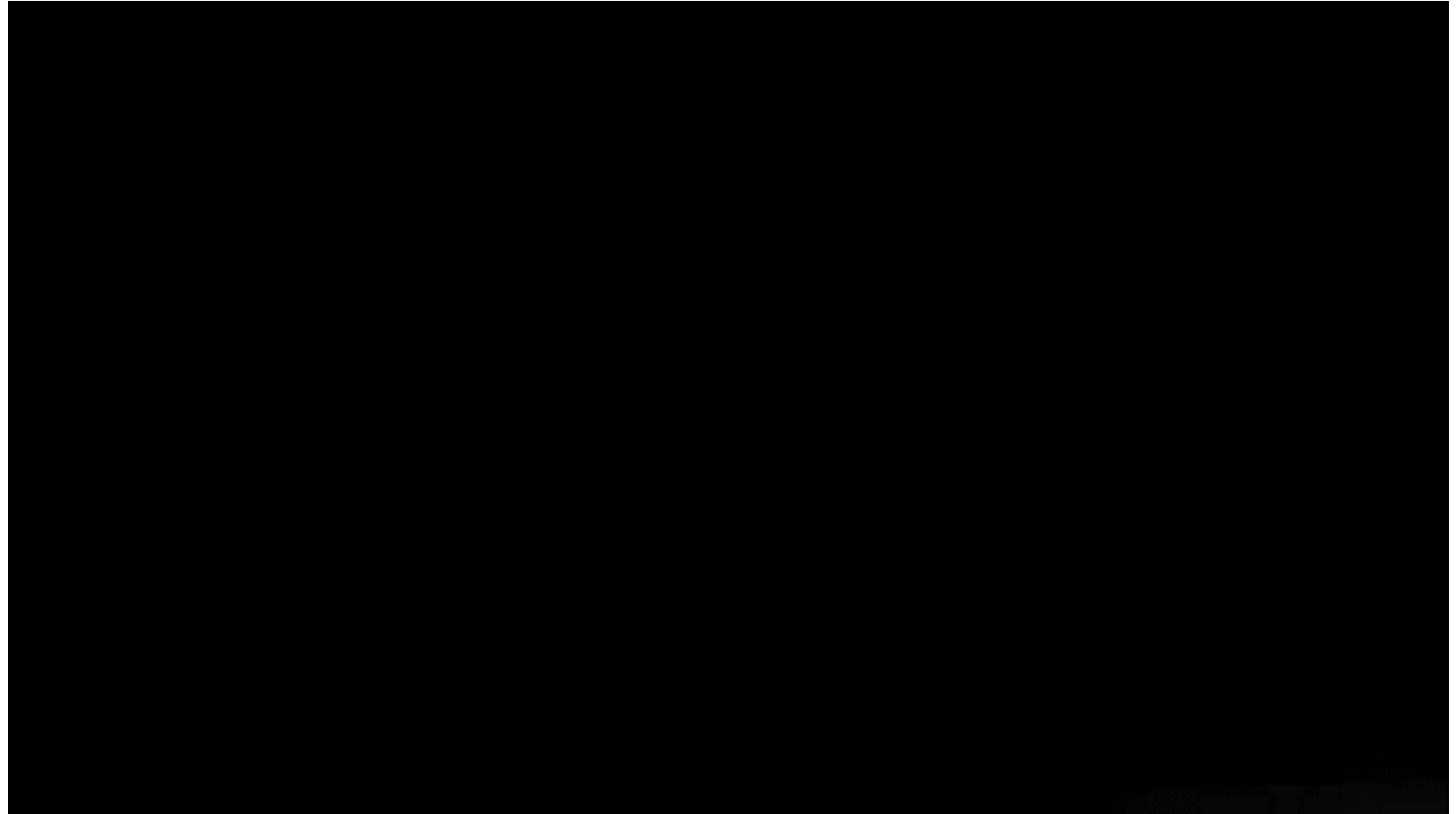
Creating Your Chapter's Vision

- What kind of statement would create unity in your chapter? Start with: “I believe...”
- *“Make it easy to be an IG professional.”*

“ARMA International is the authority on
Information Governance.”



Simon Sinek: How Great Leaders Inspire Action



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III. Creating Your Chapter's Mission

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



ARMA International's Mission

“To advance Information Governance principles and practices, and to support the ongoing development of Information Governance professionals.”



Each table is a chapter board:

1. Earliest birthday in the year = President
2. Vice President
3. Treasurer
4. Secretary
5. Director of Programming
6. Director of Membership
7. Director of Marketing
8. Director of Communications
9. Newsletter Editor
10. Webmaster

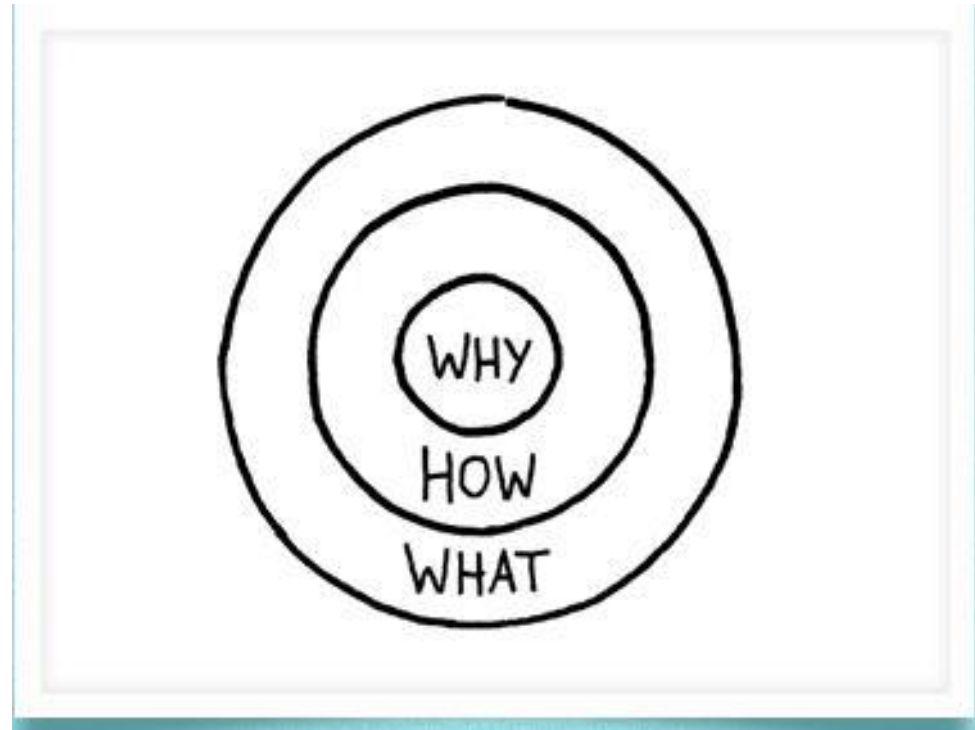


At your table...

- President's facilitate

the meeting:

1. Create a vision
2. Create a chapter mission that aligns with ARMA International's



IV. The Board

- Meeting Priorities:

- 1: Have fun

- Board-only time before and after meetings
- Board night out

- 2: Keep things simple and concise

- Don't over plan
- Strategy
- Urgent and important



Agendas

- Timed agendas
- Consent agendas

Stay true to the agenda.



“Meeting Hacks”

- The parking lot method
 - Parking lot attendant
- Ground rules
 - *No texting during meetings*
 - *Focus on ideas, not people*
 - *Listen to each other*



Create an action plan

1. Use your mission
2. Create 2 events that achieve the mission
3. Strategize to make the events successful
4. Evaluate (list) obstacles
5. Add target dates to each



V. Simplifying

Board commits to BIG vision



Creates momentum



Members notice



New opportunities for involvement



More people get involved



Chapter grows stronger and achieves more



The Arithmetic of Making a Difference

- Power of many doing more
- When $1+1$ is more than 2



Micro-Volunteering

- For every 1 volunteer, 2 said they would if given the right opportunity.
- #1 reason for not volunteering: unaware of the option
- Solution: Ask.

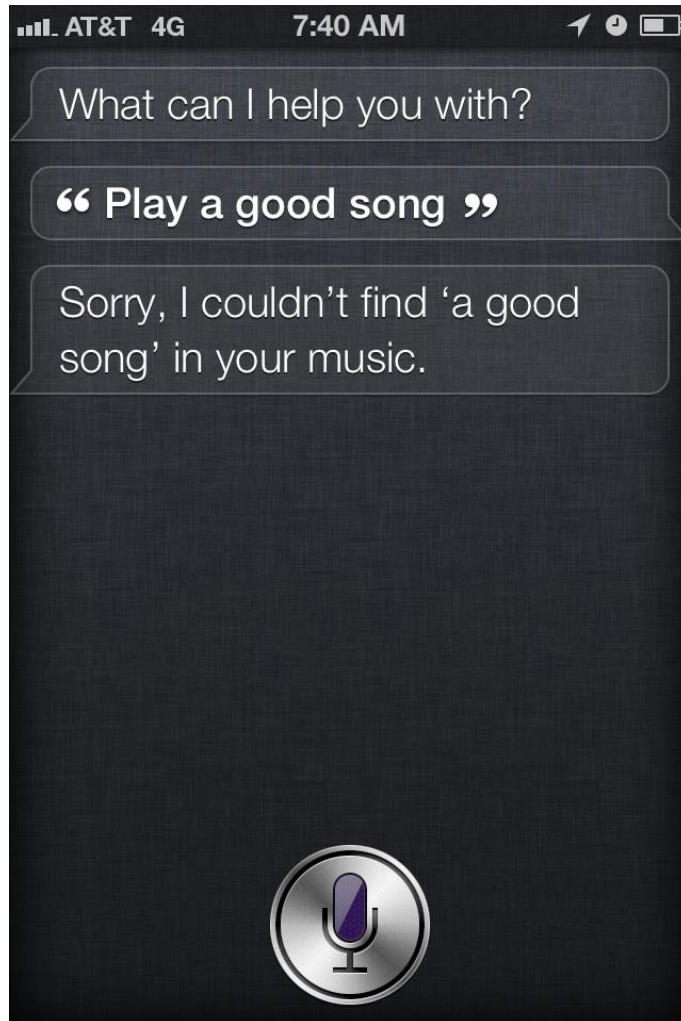


Why ask for help?

- More time to be strategic
- Creates loyalty and sustainability
- Impacts succession planning
- Simpler



How to ask for help



- Trust
- Take the time to explain
- Provide options
- Give them an out



What to ask for help with

- Have a fully agreed upon plan
- Examples:
 - Ticket collection
 - Picture taking
 - Tweeting
 - Setup/take down
 - E-mail niceties
 - Speaker introductions
 - Newsletter article submissions
 - Free expertise



Tips

- Don't recruit during meetings
- Member of the Month
- Macro-manage, don't micro-manage
- Share progress
- Ask again

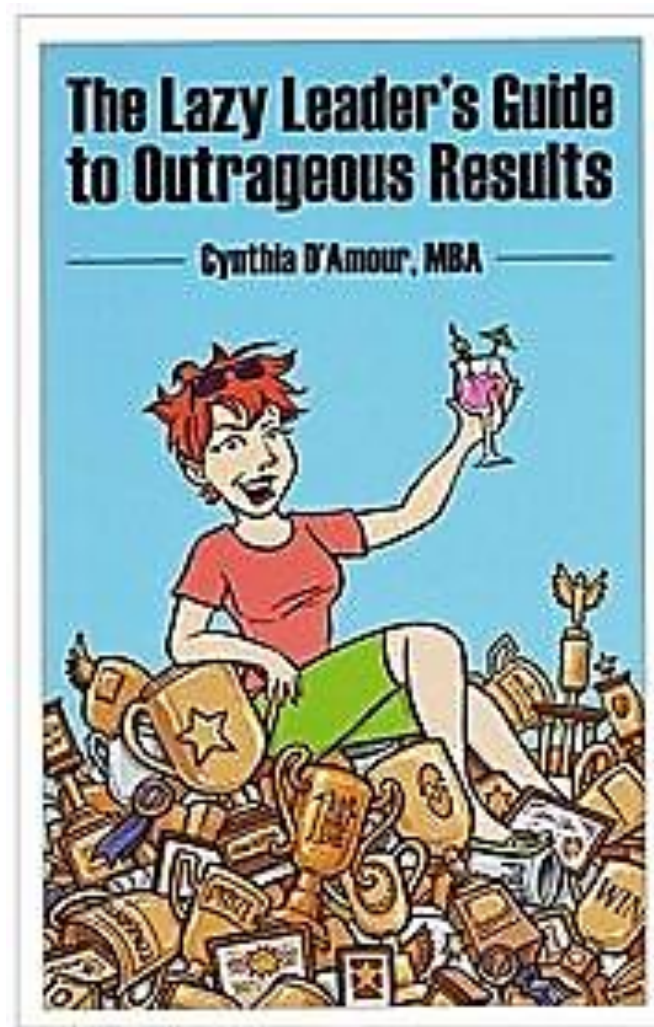


You

	Urgent	Not Urgent
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Resources

- <https://www.wunderlist.com/en/> - FREE
- <http://openbadges.org/issue/> - FREE
- <http://kickoffapp.com/> - for MacBook & iPhone
- Drive.google.com - Free
- <https://chapterspot.com/> - FREE
- www.Doodle.com - free
- <http://www.huddle.com/> - more expensive
- <https://evernote.com/> - FREE
- <https://www.producteev.com/> - FREE
- <http://hitask.com/> - CHEAP
- <http://www.getflow.com/pricing/> - CHEAP
- <https://en.todoist.com/> - CHEAP
- <https://asana.com/> - CHEAP
- <http://www.eisenhower.me/> - Online Eisenhower Organizer



The Art of War

“There are five keys to victory:

Knowing when to fight and when not to, brings victory;

Knowing what to do both when superior in numbers and when outnumbered, brings victory;

Holding officers and men united in purpose, brings victory;

Careful preparation to catch the enemy unprepared, brings victory;

A skillful general given free reign by the ruler, brings victory.

These five together are the true path to success.”



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*. These five together are the true path to success



**Thank
You!**



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