

Welcome and Introduction!

Volunteering for Newcomers: At Leadership Levels

*Generous support provided by the Ministry of Citizenship
and Immigration (MCI) Ontario's Community Builders*



About Pillar

- Established in 2001
- Voice for the nonprofit sector - 236 members
- 3 Pillars
 - Private (Business)
 - Public (Government)
 - Nonprofit Sector

We provide leadership, advocacy, and support to the nonprofit sector through the promotion of volunteerism, professional development, networking and information sharing.



What is a Not for Profit Organization?

- They are Private (not government owned)
- Organized
- Control their own affairs
- Voluntary

Why do you want to Volunteer?

- Get to know your community better
- Serve your community
- Contribute your skills and experience
- Increase networking opportunities and contacts
- Opportunity to learn and participate

How can I volunteer in the Not for Profit Sector?

- Board Member
- As a volunteer on special projects and tasks

Activity

Debrief questions:

What did you decide upon?

Did you all agree on the actions?

Did you all feel like you had been heard?

Did everyone participate?

How can I become a Volunteer?

- What type of organization would be a fit for me?
- How would I find out about organizations that may be of interest to me?
- Who could I talk to/approach to express my interest?

What type of organization would be a fit for me?

- Define your interests.
 - What causes or issues matter the most to me?
 - What don't I want to do as a volunteer?
 - Do I want to work alone or as part of a group?
- Define your skills.
 - What am I good at?
 - Do I want to learn new skills or share my current skills?
- Define your availability.
 - What kind of time commitment can I make?
 - Do I want an ongoing or short-term assignment?

How would I find out about organizations that may be of interest to me?

- www.pillarnonprofit.ca



Other Ways to Research

- www.info.london.on.ca
- www.thelondoner.ca
- Who could I talk to/approach to express my interest?
Network – talk to people

What Questions to ask before becoming a Volunteer

- What is the organization's mission?
- Do I have something to offer that can help?
- Does the organization have something to offer than can help me?
- Is the location convenient for me?
- Would the schedule work for me?

What is the process I can expect to go through to become a volunteer?

- Application Form
- Resume and Cover Letter
- Interview
- Reference Check
- Vulnerable Position Screening
- Orientation and Training

Key Responsibilities

As a Board Member

- Making sure that the work of the organization is in keeping with its mission statement.
- Engaging in Organizational Planning and Evaluation
- Evaluating your Executive Director
- Financial Monitoring
- Being an Advocate in the Community
- Evaluating the Board

Sample Mission Statements

-a non-profit organization dedicated, primarily, to facilitating the economic and social integration of immigrant women and men and Canadian women and men into the broader community of London and area. To this end, we provides services in information, referral, assessment, employment counselling and preparation, and facilitation of volunteer work experience placements leading to employment.

- Pillar Nonprofit Network supports nonprofit organizations in fulfilling their missions in our community. We provide leadership, advocacy and support to the nonprofit sector through the promotion of volunteerism, professional development, networking, and information.



Other Key Responsibilities

Organizational Planning and Evaluation

- The organization must know where it is going
- The board has a responsibility to regularly check on the direction the organization is going to make sure it's getting there

Evaluating the Executive Director

- One of the key roles of a board member Financial Monitoring
- Making sure the organization has the resources to operate

Other Key Responsibilities

- Being an Advocate in the Community
 - You represent the organization in the community
 - Need to be know in general terms about every service that the organization provides
- Evaluating the Board
 - You need to make sure that as a board you are evaluating your work and contribution to the running of the organization

Other ways to Volunteer with a Not for Profit Organization

- Fundraising/Special Events
- Client evaluation/feedback
- Program Planning

Key Responsibilities of a Volunteer

Is the work I'm being asked to do:

- In keeping with the Mission of the organization?
- Affordable?
- Increase the visibility of the organization in the community?
- Does it have an evaluation built in?

Activity Part 2

Review your case study discussion:

- Did you ask some of these questions?
- Is it in keeping with the Mission of the organization?
- Is it affordable?
- Will it increase the visibility of the organization in the community?
- Will it help the organization grow or become stronger
- Do you have an evaluation built in?
- Did you want to add anything to your discussion?



Meeting Process – Sample Agenda

Welcome

Approval of Minutes from the Last Meeting

Business Arising from the Minutes

Committee Reports:

Finance Committee

Other Standing Committees

Executive Director's Report

Other Business

Adjournment

Meeting Language

A Motion

Move to Approve

Secunder

Discussion

All in Favour?

Approved/Tabled

Adjournment

Preparing for a Meeting

- Read materials provided before the meeting
- Take notes if you have questions or need to clarify
- Be on Time
- Attend all Meetings if possible
- Send regrets if you are not able to show up

Meeting Interactions

If this is your first experience in Canada:

- It is easy to feel intimidated
- It is ok not to know and understand everything at once
- It can take a few meetings to begin to feel comfortable
- Ask questions

Meeting Interactions

Remember your goals for when you volunteered

- Offer your perspective on issues that are discussed
- Listen to others perspectives

Meeting Interactions continued

It is ok to talk about yourself and share some personal information

- e.g. your profession, trips you might have taken with your family

It is ok to ask others these questions as well

Enjoy the Experience!

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Things you may want to understand before joining a Non Profit Board of Directors or becoming a Volunteer Leader:

What is this organization here to do in the community?

Its mission, vision and values

- Does it fit with my values and beliefs?

What are some of the past successes of the organization?

- Does this seem like an organization I would be proud to be a part of?

What are some of the key activities of the organization in the next 12 to 18 months?

- Do they interest me?
- Do I have something to contribute?
- Is there something I can learn?

How many people will be serving on this board or volunteer committee with me?

- Does that feel comfortable to me?

What are my commitments if I join this board or volunteer committee?

How often do we meet?

- Can I make that commitment?

How many hours of my time will I need to give?

- Can I make that commitment?

Do we meet during the day or evenings?

- Does that fit with my schedule?

Is there a time limit or a term?

- How many years must I commit to being on this board?
- How long is this volunteer committee going to be working together?



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Meeting Language and Process

Most formal organizations are run by a set of rules called the Robert's Rules of Order. While these rules may seem rather complex and too formal they do serve an important purpose at meetings. They provide a common set of rules and procedures on how a meeting should be conducted. This will allow everyone at the meeting to operate from a standardized set of rules.

There is a lot of information on Robert's Rules on the Internet; here are a few common processes that you can expect at most formal meetings.

Minutes:

The record or notes taken at any meeting that is formal in nature is called the Minutes.

In Board Meetings there will be one member of the board who is appointed to be Secretary and he/she will take the minutes at each meeting.

In other types of meetings you may choose a Secretary or you may rotate the duty of taking Minutes.

Generally speaking the Minutes should show:

- Name of the organization or committee
- Date/time of meeting and place
- The names of everyone who attended and those who were not there
- Whether the minutes of the previous meeting were read and approved
- All main motions
- Time of adjournment.

A Motion: The purpose of a motion is to introduce something to the group for their consideration and approval.

At most meetings the minutes of the last meeting will require a motion for review and approval.

At Board of Directors Meetings, as an example, if the organization is planning on spending an amount of money that is outside its day-to-day operations it may require a motion for approval by the whole board.

The wording of a motion will sound like this:

"I move that we approve the minutes of our last meeting"

Second: Someone in the group will Second, the Motion. That is they will also support the request that the item is brought up for approval and discussion.

Discussion: This is an opportunity for people around the table to discuss the issue brought forward to see if they agree, disagree or want to change it.

Move to Approve: After discussion, the Chair of the group will ask if everyone around the table is ready to vote on the Motion.

All in Favour: By a show a show of hands or saying yes the motion will be approved. Usually this is by majority vote.

Adjournment: This is the word used for when the meeting ends.

There are many more rules of order at formal meetings. Most formal meetings will use some of these rules but each organization will vary in how "strict" they are with following all the rules.

You can learn more of the other rules of order if you Google, Robert's Rules of Order.