

## **RECRUITING VOLUNTEERS**

### **Top 10 Tips**

- 1 Start early, the longer in advance the less time commitments they have. Selection of a major campaign chair for 3 years in advance is good planning.
- 2 Always go for the best person. Don't worry if you think they are too important or too busy.
- 3 Get the right person to do the 'ask'. Who do you know that can make the approach and probably get the commitment?
- 4 Never down play the role of the volunteer. Tell them what is important about the role and why you think they are the best person for the job.
- 5 Never underestimate the time commitment. Be honest about the minimum you expect as well as the opportunities to get more involved.
- 6 Never assume what a person wants to volunteer for. Ask a prospective volunteer how she/he might like to be involved. The odds are good if a person is an accountant in their day job, the last thing that they want to do is be the Treasurer of your association.
- 7 Never ask a person to volunteer where 'no' is an answer to the question. Do your sales pitch; build agreement to the cause and the importance of the role. Ask 'when' they think they could get involved. If they are the best person for the job this year, they will probably still be the best person in 3 or 5 years from now also. If they are busy with commitments for the next 18 months, then start talking two years down the road.
- 8 Keep an active list of prospects. Put a name in your 'nominations folder', as you meet people. Try to enter 1 name a month for each position.
- 9 Test people's performances on a committee before you make them a chairperson. Similarly, involve a person on a committee, before you ask them on the Board.
- 10 Build in elements of:
  - Fun
  - Learning
  - Meeting new people
  - & gaining new experiences into every volunteer role.