

Volunteer Action Plan

Phase 1 – Volunteer Framework	Phase 2 – Recruitment	Phase 3 – Induction	Phase 4 – Supervise and retain	Phase 5 – Sustainability
<p>Review committee structure and positions, inclusive of all roles within the club, ie. Coaches, coordinators etc.</p> <p>Generate club committee organisational chart (see Figure 1).</p> <p>Create role descriptors for all positions.</p>	<p>Appoint Volunteer Coordinator or absorb these responsibilities into another role, ensuring manageable.</p> <p>Develop recruitment plan with Volunteer Coordinator:</p> <ul style="list-style-type: none"> - Target interested members first, and apply to suitable roles - Target skilled members for specific roles ie, Media - Promote roles throughout club via social media - Seek assistance from Queensland Cricket if necessary <p>Keep record of all appointed volunteers, including blue card details.</p>	<p>Induct newly appointed volunteers:</p> <ul style="list-style-type: none"> - Educate on club, roles, responsibilities, policies & procedures, mission statement etc. - Supply role descriptors (hard copy and email) <p>Hold a welcome event for new members and volunteers.</p> <p>Ensure all volunteers are given appropriate clothing and have access to member discounts.</p> <p>Current players to be offered fee subsidies.</p> <p>For introduction period, appoint established volunteers to support newly appointed volunteers.</p>	<p>Implement effective communication lines for all volunteers:</p> <ul style="list-style-type: none"> - Ensure volunteers know who they report to - Provide effective updates throughout season - Maintain support <p>Provide information on workshops and development opportunities, ie. Community coach course etc.</p> <p>Frequently discuss volunteer framework at committee meeting to ensure effective management and structure.</p> <p>Praise and recognise volunteers:</p> <ul style="list-style-type: none"> - For example, run a volunteer of the month incentive 	<p>Ensure all volunteers have a succession plan:</p> <ul style="list-style-type: none"> - Volunteers to update a type of season record/report for position (keep basic) <p>Continually make efforts to identify potential volunteers for future vacancies:</p> <ul style="list-style-type: none"> - Once identified, allow opportunities for members to help and shadow established volunteers

FIGURE 1
ORGANISATIONAL CHART
VOLUNTEER ACTION PLAN

THE UNIVERSITY OF QUEENSLAND CRICKET CLUB

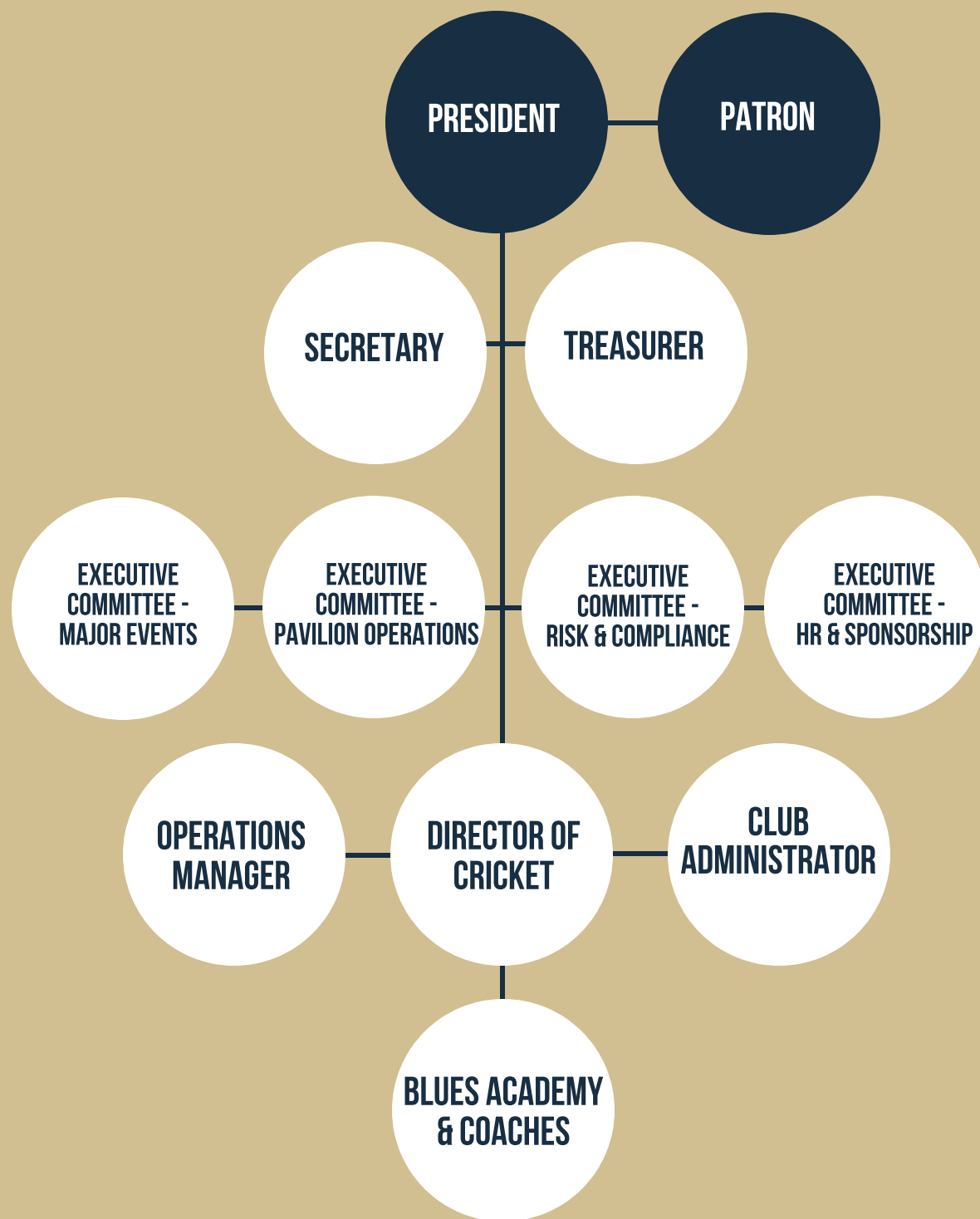


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