PROPOSAL FOR FSGW VOLUNTEER CHAIRMAN

not adopted see minutes of opin 7,1982

## I. Provision in By-Laws:

The Volunteer Chairman is responsible for recruiting and assigning volunteers from within and outside The Society to perform such tasks as may be identified by the various Executive Board members or Committee Chairmen.

## II. Job description for separate document:

- 1. Maintains a list or file of individuals who have indicated an interest in helping FSGW, and/or who have been identified by Board members or those who have produced FSGW events as being particularly helpful in the past.
- 2. Contacts members who indicate \*xxxixixgxmxxxxmxmkmkmxpxmxmxmmmmmxmx mxmx on membership forms or questionnaires that they are willing to help the Society in some way. Explains to them what sorts of needs we have and determines what tasks they might be willing to perform, and keeps this information on file for future use.
- 3. Receives requests for volunteer help needed at specific times and places from Board members and Committee Chairmen.
- 4. When a request for volunteer help is received, contacts prospective volunteers by phone or in person, informs them of the task to be done, the time and place to report, and the name of the FSGW person in charge. Takes names and phone numbers of those agreeing to work, and gives these to project chairman.
- 5. The Volunteer Chairman is expected to assist those in charge of volunteers for FSGW's major annual events (e.g., Washington Folk Festival, Mini-Festival, and Getaway), but does not necessarily

serve as volunteer chairman for those specific events (just as the FSGW Publicity Chairman is not necessarily the WFF publicity chairman).

6. Accepts and relays to the Board suggestions, complaints, and comments on all aspects of volunteer use in FSGW.

## III. Justification for Board position of Volunteer Chairman:

FSGW is a totally volunteer-run organization, by design. It is also very large (around 1600 memberships) and active (sponsoring or co-sponsoring an average of around 16 events each month). Each of these events requires planning, publicity, and logistical/operational work. There is a great deal to do, and although there would appear to be many people available, to do it, in fact almost all of the work is done by Board members and a few other "regulars"--individuals who have come forth and volunteered repeatedly.

An FSGW volunteer chairman will help spread the load--will ease the burden on Board members and other "regulars," and help to involve new members and those who have been on the sidelines for years.

As it stands now, when a Board member or committee chairman needs a job done, he generally does not have time, with his other responsibilities, to start phoning folks who once checked "Yes, I would like to help the Society in some way" on a membership form. It just takes too long. It's easier to do it himself or call someone he knows will say, "yes" (i.e., a Board member or one of the "regular" volunteers). Thus the same people end up doing all of the work.

If we have one person whose job it is to be aware of needs and of potential volunteers, a much more extensive pool of helpers can be developed and tapped. We will get much better response from members if we ask them to do job A at place B on date C, rather than issuing vague requests for people to "help the Folklore Society."

In the past, we have sometimes had people indicate on membership forms or questionnaires that they would be willing to help, and then we have never gotten back to them. Some people have indicated that they feel rather resentful about that—they have gotten the impression that we didn't really need help after all, or that they weren't considered good enough, or that one had to be a member of an "in" group to be called upon. The real reason such folks were not contacted, of course, is that no one had time amid other responsibilities. A volunteer chairman would have this as a primary responsibility.

because volunteers are an integral part of FSGW's existence. They are vital to every project we undertake. A Board member whose specific job is to be aware of our manpower needs and resources can greatly assist in policy making and planning, and can also serve as a spokesman to the Board for his "constituency," the volunteers, and can bring valuable feedback to the Board from the membership.