

Volunteer Roles Task Force

Meeting Minutes from 12/15 conference call

Attendees: Chris M., Mike H., Rob, Hugh

Duration: 80 min. (8:30 - 9:50PM Eastern)

Meeting Notes:

Minutes from 11/29/11 were reviewed and approved.

- Chris M. to post them to the BOD forum.

National Committee template drafts (Mike H., Hugh M.)

- Draft templates are still in progress. Due by next call.
 - Clarification that we are seeking to draft general position/role templates and not different templates for every committee.
- Mike H. to ask C.J Rushman for a copy of the Committee Chair handbook

Chris M. reviewed suggested updates to some of the original LMSC draft templates

- Most updates were related to particular deadlines for certain positions
 - Hugh suggested adding a separate deadlines section for "Key Deliverables."
 - Chris M. to make the necessary revisions and circulate revised templates prior to next call.

Reviewed proposed next steps:

- Distribute draft template copies to appropriate LMSC contacts and post BOD forum to obtain concurrent feedback.
 - Single point of contact for LMSC feedback will be Chris M.
 - Chris will draft an email to encourage LMSC contact participation by a deadline (TBD). Due by next call.
 - Response timeframe proposed was 2 weeks (with a reminder 3 days prior to deadline).
 - Hugh suggested considering a separate communication to related committees, but the feeling was that many committee members will probably get the LMSC emails since they currently serve in LMSC volunteer roles.
 - It may be useful to post templates to the Discussion Forums, but could prove difficult to compile the results.

Old business:

- Rob is still working on a draft communication link Australian volunteer article for Streamlines for Volunteers. Due by next call.
 - This communication could prove helpful to announce the VRTF template feedback efforts and encourage participation.

Roundtable:

- Rob suggested that the VRTF reach out to Tracy to review current status and to see how she might like to contribute.
 - Chris to send note to Tracy.

Next Meetings:

- Proposed dates are Tue., 1/3/12 and Tue., 1/17/12 at 8:30PM Eastern.