

IN THIS PRESENTATION..

We will focus on setting expectations and communication goals, volunteer plans and reporting, and how to manage meetings.

VOLUNTEER AND COMMUNICATIONS RESOURCES

- Resources for creating accountability
- Resources for communications
 - Resources for planning



EXPECTATIONS AND GOALS



Plan of work



Strategic plan based



Communications plans



Timelines

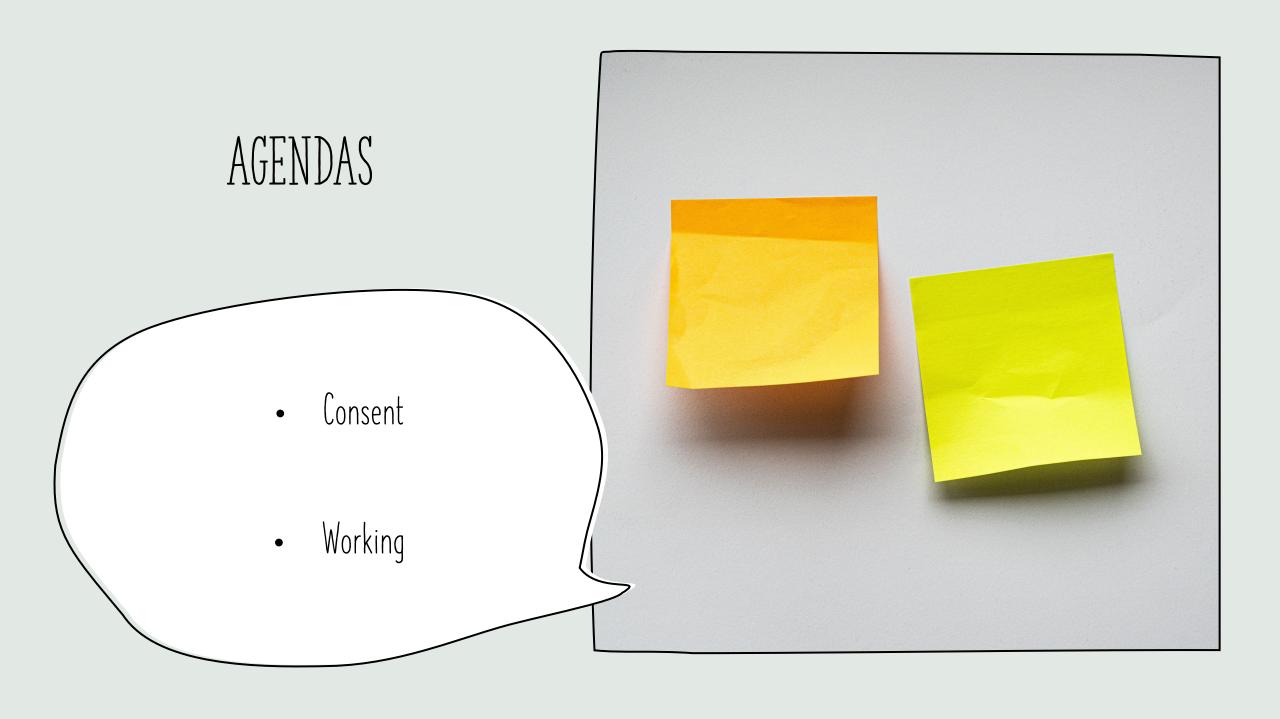
CHANNELS OF COMMUNICATION

- Emails
- Message Boards
 - Social Media
- Text/WhatsApp





- Reporting steps
 - Develop report form
 - Email call for reports
 - Send reminder before reports are due
 - Close report form
 - Draft Agendas
 - Approve Agendas
 - Send agendas and any supplemental materials to board members





Who can make a motion?

MOTIONS



Who seconds a motion?



What should we be voting on?



MANAGING MEETINGS



Stick to the agenda to keep the conversation moving



Who is responsible for guiding the conversation?



Encourage full participation



Be comfortable in the silence

