



IDEAS FOR LEADERSHIP

Volunteers and Leadership Succession

Networks rely on volunteers. A successful Network needs a base of volunteers it can rely on to stay active. Keeping new volunteers active in the Network keeps the group current and energized and allows for the work to be divided among the volunteers.

If you are not constantly recruiting new volunteers, then there will not be a future leader to step up and lead the Network into the future. Involving new members in the planning and implementation of a Network activity encourages and prepares them to later assume leadership of the activity.

Volunteer Basics

Benefits of New Volunteers/Leaders:

- Re-energize the Network and bring new ideas
- Help with the work
- Bring in other new volunteers
- Bring new connections to resources – sponsors, speakers, etc.
- Keeps the Network from getting stuck in a rut

Why People Volunteer:

- To give back
- To feel part of the solution and to influence the future
- To have fun
- To meet people that have shared their experiences
- To bring balance to their lives
- To expand social circles and to network
- To support an institution they feel passionately about
- To use and enhance their skills
- To feel useful and needed

Why Volunteers Stay Committed:

- They have a feeling of belonging, of being part of a team or family
- They feel that they are on “the inside” or have special access
- They see that their participation does make a difference
- They feel appreciated

- They see room for growth and advancement within the group
- They are capable of doing the tasks placed before them

Three Steps in the Volunteer Life Cycle

Recruiting Volunteers:

- Ask them directly and be specific in your ask
- Assume members are interested in volunteering – they just need the right fit; approach recruiting volunteers in a positive manner
- Make it easy to say yes and to get involved
- Advertise the need for volunteers through your email broadcasts and on your website and give them someone to contact
- Be specific about the needs of the Network; be specific about both the needs and skills necessary
- Use current volunteers as recruiters – strong volunteers attract strong volunteers
- Host volunteer recruitment events throughout the year
- Always follow up with any potential volunteer and make sure to use them

Training Volunteers:

- Volunteers need training to set their expectations, to define their responsibility, and to have greater buy-in to the Network
- Have scheduled volunteer training meetings
- Consider a volunteer buddy system or assigning a volunteer chair
- Provide sound guidance and direction from someone who is experienced and well-informed

Retaining Volunteers:

- Integrate them into the Network culture through training and delegating
- Make them feel a part of the Network's success
- Make them feel needed and wanted by actually using them
- Delegate appropriate tasks to them – give them a suitable assignment by matching their skill sets with the needs of the Network; take their personal preferences into consideration
- Thank them – make sure volunteers know their efforts are appreciated.
- Respect their time and treat them well
- Make sure there is an avenue for their voice to be heard; make sure they feel free to make suggestions and respect their opinions

Importance of Delegating:

Basics of Delegating:

- Delegate means to empower, to entrust
- Delegating should not be seen as a burden but rather as a way to get further involved with the Network
- Volunteers must be given something specific to do
- Assignments must occur as a mutual selection

The 3 L's of Delegation

- Look for good people – pay attention at meetings and events for who is energetic and enthusiastic about the event and the Network.
- Listen to them – learn what people need from you before you try to delegate to them; you will learn what they like to do and what they want to do
- Let them shine – give them the credit they deserve

Tips for Leadership Succession:

- Start new volunteers in small roles, such as asking them to coordinate an event or an aspect of an event
- Have a succession structure outlined
- Think about who would make a good future officer and cultivate that relationship – should be constantly looking for new leaders, not just right before the June 1st deadline!
- Divide responsibilities up among a greater number of people

Suggested Network Leadership Job Descriptions

These are just a sample of the most common offices and their responsibilities. This list is not meant to be exhaustive, but rather a guideline.

Information for all positions:

- Association bylaws require that every Network leader (all members of a Network's Board, Advisory Board, or its committees) is a current dues-paying member of Texas Exes.
- Since each Network is unique – and since there are many successful forms of leadership structure – the following should be taken as guidelines. The only requirements are that the Network must have a Chair, a Chair-elect, a Membership Chair and a Treasurer **if** the Network has an operating account.

Chair

- Determine the Network's objectives for the year and work toward long-term goals
- Supervise and coordinate the Network's activities, assuming responsibility for the overall success of the Network
- Call and preside over all Board or Network-wide meetings
 - Try to participate in the Network's major committee or planning meetings and events
- Delegate duties to committee chairs and/or Board members
- Adhere to the bylaws of the Network and of Texas Exes
- Work closely with the Chair-Elect to keep him/her informed of all aspects of the Network's activities
- Serve as the principal liaison with the Texas Exes, the University and other organizations as needed
- Encourage Board members to attend the Chapter and Network Leadership Conference
- With the Chair-Elect, oversee the formation of the nominating committee, who will choose the slate of officers to be voted on for the following year
- Work with the chair-elect to make sure that all required Network documents are turned in by the June 1st deadline

Chair-Elect

- Assist the Key Contact (Chair) in meeting the Network's goals
- Work on all Network projects to familiarize yourself with the Network you will be presiding over next year
- Act as the presiding officer in the absence of the chair
- Responsible for sending in the officer list and signed Network agreement for your term to the Texas Exes Engagement Department by June 1st
- With the chair, oversee the formation of the nominating committee, who will choose the slate of officers to be voted on for the following year

Treasurer (if hosting operating account)

- Develop annual budget and keep records of all financial transactions of the Network
- Collect and distribute Network funds
- Keep all invoices, receipts, scholarship payment records, etc. on file for at least three years
- Work with event chairperson to keep track of event budget
- Keep the rest of the Board informed of the Network's financial status
- Submit a year-end report on the Network's financial status to the Network Coordinator.

Membership/Involvement Chairperson

- Help to recruit and retain new members by developing programs or processes for pulling in new members and new volunteers
- Make sure to have membership brochures and Texas Exes branded nametags at every event
 - Can be easily ordered through the Association
- Follow up immediately on communication from people willing to help with Network activities.
- Ensure that every Network leader is a current member of the Texas Exes
- Promote the value of membership at events
 - Suggestions: through a member ticket price, a member-only door prize, etc.
- Ensure that address update forms are available at all events and meetings or direct them to the Texas Exes website
 - Share all updates with the Texas Exes

Secretary

- Keep current address information on officers/board members
 - Send changes to the Association
- Take minutes at Network and Board meetings and send copy to officers and leaders once approved
- Ask for up-date requests at every Board meeting
- Maintain the permanent record of all Network proceedings

Scholarship Chairperson

- Set criteria for selecting the Network's scholarship recipients and involve the entire committee in making the selections
- Submit Scholarship Report Form and recipients' application – and work with Network's Treasurer to include a check, if needed to make the awards, by May 15th (or the current deadline, as decided on by the Texas Exes Scholarship Foundation)
- Consider working with local chapters on their "Student Send-Off" for all students from the area attending UT

Social Events Chairperson

- Organize the Network's social events for the Network year
 - Appoint and work with specific event chairs in different cities, when necessary
- Plan for promotion and publicity as early as possible
 - Work with the Communications Chair in publicizing the event
- Establish financial and operational objectives for the Network events
- Keep record of the events – vendors used, lessons learned, etc.

Communications Chairperson

- Coordinate the communication and marketing strategies for the Network

- Work with the Social Events chair to ensure that Network events are promoted in a timely, effective manner
- Submit requests for broadcast emails to Texas Exes staff in a timely manner
- Contact media to get coverage of events
- Consider setting up a Network website if not already in place and ensure that it is kept up-to-date
 - Work with the Network's committee chairpersons to maintain correct information
- Consider setting up Network presence on social media websites and help to maintain the information presented on these sites

Project Worldwide Chairperson

- Supervise and coordinate the Network's *Project Worldwide* Activity
- Serve as primary contact to the Texas Exes staff and the partnering organization in regards to *Project Worldwide*
- Work with partnering organizations to plan service activities year-round that will engage Texas Exes and involve their local community.
- Plan for promotion and publicity of *Project Worldwide* as early as possible. Work with the Communications Chair on publicizing the service activity. Take advantage of weekly Network e-mails sent from Texas Exes and social media outlets.
- Delegate duties to volunteers, board members and committee members. Appoint team leaders when necessary.
- Keep record of the service activity and report to Texas Exes staff (regarding The Project)– submit project, partnering organization used, sign-in sheet for day of activity, number of participants, post-activity evaluations, post-activity report, lessons learned, etc.

UT Advocates for Higher Education Chairperson

- Sign up as a member of the UT Advocates for Higher Education Network
- Ensure that all legislative advocacy on behalf of UT is issue-oriented and completely non-partisan
- Keep in touch with the Association's Public Policy Director so you are up to date on the important issues
- Encourage others in your Network to get involved as UT Advocates and sign up online - <http://www.texasexes.org/form/legislative.asp>
- Attend UT's Legislative Day at the Capitol and any other legislative events held by the Association if possible
 - Send another delegate from the Networks area if not possible
- Remind Network leaders to include an invitation to local legislators to appropriate Network events

Texas Exes Business Network (TEBN) Chairperson

- Coordinate the Networks TEBN events and other networking events
- Plan activities/speakers that appeal to your Networks community
- Coordinate TEBN events and activities to maximize compatibility with and mutual reinforcement of other Networks activities

Exes for Texas Chairperson

- Maintain communication with Alumni Volunteer Coordinator in the Office of Admissions
- Keep Network updated on volunteer opportunities within the Exes for Texas program
- Educate yourself with materials provided by the Office of Admissions about the current UT admissions environment (changes very frequently)
- Develop a committee of interested alumni to help with Exes for Texas initiatives in the Network area as needed
- Coordinate Network volunteers for Exes for Texas programs, as needed

Webmaster

- Manage and update the content of the website
- Work with Board members and Committee chairs to keep content current