



7 KEY STEPS TO SUCCESSFUL VOLUNTEER MANAGEMENT

The Karting Australia Volunteer Management Framework is made up of five key principles, all of which you can consider when looking to attract and manage your volunteers:

1. **KNOW WHAT YOU ARE LOOKING FOR** - Tailor roles to support my needs - consider how you can remove barriers to support volunteers to get and stay involved.
2. **RECRUITING** - Make it easy to get involved - think about how someone can reach out to your organisation and make sure contact details and tasks/roles are communicated clearly.
3. **SUPPORT ME** - Ensure your volunteers are ready – get them trained and always supported in their role with education, training and regular check ins.
4. **CREATE VALUE FOR ME, THE CLUB AND COMMUNITY** - Showcase and celebrate your volunteers – tell your members how they are supporting your organisation and community
5. **MAKE IT FEEL LIKE I BELONG** - Always include your volunteers – they are not just involved to do all the work, include them in everything like your regular communications, social events and recognition activities.

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| Step 1 | SET UP FOR SUCCESS: | Use the information in this Volunteer Management Framework document help you to develop a plan to recruit, empower and celebrate your volunteers. Laying a solid foundation should make it so much easier you and those who will follow in your footsteps in the months and years ahead |
| Step 2 | KNOW WHAT YOU'RE LOOKING FOR: <i>Develop Your Plan</i> | A clear Volunteer Plan lets everyone know how they can help and what they're expected to do. A well thought out plan that fits the size of your Club: <ul style="list-style-type: none"> Helps you manage volunteer recruitment and training. Describes club roles and what each member can offer. Ensures a friendly place for volunteers. Anticipate and addresses issues that may arise. Appreciates volunteers. |
| Step 3 | RECRUITING: <i>Attracting Your Volunteers</i> | Identify and understand the tasks that need to be done – On Track and Off Track. <ul style="list-style-type: none"> Adopt or write Position Descriptions Look inside and outside your Club Ask people to help, advertise. |
| Step 4 | SUPPORT YOUR VOLUNTEERS | Creating a great experience will help keep your volunteers coming back. Proudly teach them about your Club. Be welcoming, friendly, supportive. Induct, train and mentor your new volunteers. |
| Step 5 | CREATE VALUE FOR ALL: <i>Your Club, Volunteers & Community</i> | Volunteers bring a sense of dedication, community, and selflessness to a club, bringing energy and a shared purpose. In return, a club can enrich their volunteers' experiences by providing opportunities for personal growth, skill development, and fostering a sense of belonging and achievement. |
| Step 6 | REWARD AND CELEBRATE YOUR VOLUNTEERS | Recognising and celebrating volunteers is essential for your club. It fosters a sense of appreciation and community, motivating members to continue their valuable contributions. Appreciation and rewards come in many forms and leads to long term mutually beneficial relationships. |
| Step 7 | PLAN FOR SUCCESSION | A club's sustainability relies on effective succession planning for its volunteers. For a club to thrive and maintain continuity, it's imperative to have succession plans in place for its volunteers. |