

# Volunteer Adhocracy in Action Worksheet

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**Position Title:**

**Goal(s):**

*Should be meaningful, measurable, specific and time-constrained.*



**Tasks associated with accomplishing the above goals** (e.g., write articles; choose event location; call new members):

## Translating Tasks into Positions: Creating Contributor Volunteer Jobs

Contributor: \_\_\_\_\_

Task(s):

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Rewards:

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Contributor: \_\_\_\_\_

Task(s):

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Rewards:

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Contributor: \_\_\_\_\_

Task(s):

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Rewards:

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Contributor: \_\_\_\_\_

Task(s):

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Rewards:

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**Sample Position:** Newsletter Editor

**Goal:** Produce 6 bi-monthly online newsletters (6-8 short articles each) between April 1, 2009 and March 30, 2010. Articles to include standard items such as president's letter, calendar of events, new member list, member spotlight, event promos and re-caps, etc. as well as features on current issues.

**Tasks:**

1. Develop editorial calendar
2. Recruit & manage contributors (e.g., copywriters, photographers, designer/layout, proofers, distributor – see below)
3. Solicit as needed, review & edit submissions
4. Oversee or handle loading into e-news software & distributing

**Reward:** Thank you from president, attribution in newsletter, pride in accomplishment and contribution to profession.

**Contributors (Ad Hoc volunteers):**

Copywriters (Per Event/Activity)

- Labor Pool: students / young professionals seeking certification / knowledgeable vendors / etc.
- Job Request: 150-200 word re-cap of event, interview member by phone (pre-defined script), 200-300 word description of current issue, etc. by [insert date – leave time for procrastination]

Photographers (Per Event/Activity)

- Labor Pool: amateur photographers (check their website)
- Job Request: 10-15 photos of event, activity by [insert date – leave time for procrastination]

Designer (6 times for the year)

- Labor Pool: if you're using a product like Constant Contact, MyEmma, iContact, etc., a member with typical word processing skills
- Job Request: prepare template or format by [insert date based on production schedule]; circulate for proofing & finalize

Distributor (6 times for the year)

- Labor Pool: Depending on software being used, this job will vary; need a member who is detailed-oriented and familiar with basic email programs
- Job Request: Prepare data file & distribute newsletter by [insert date], follow-up on bouncebacks by [insert date]

**Reward:** Each receives attribution in newsletter, thank you from newsletter editor & chapter officer and registration discount.