

Volunteerism Network

South Carolina Association For Volunteer Administration

Issue 2003-1

2003 SCAVA Board

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SCAVA Welcomes New Affiliate

With smiles and much enthusiasm SCAVA President Susan Grier welcomed the addition of SCAVA's sixth affiliate- WESCAVA. This group represents the western eight counties of SC including Abbeville, Aiken, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda. President of WESCAVA Tammy Hill of the John de la Howe School was joined by Treasurer Ruth Smith (Bowers-Rodgers Home) and Secretary Kristi Coleman (Sexual Trauma and Counseling Center) as a certificate of affiliation was presented at the SCAVA Annual Meeting on January 30, 2003. The goals of WESCAVA are:

to provide a forum for the expression of common concerns and sharing of experiences in the use of volunteer service. To provide opportunities for professional growth, to maximize the volunteer contribution to the community, and to keep attuned to the new opportunities and resources available within the field of volunteer service.

Susan Grier will be bringing the message of welcome to SCAVA to the members of the new affiliate at their next meeting on April 28th. Congratulations to the hardworking founding members of WESCAVA. This is how the profession grows.

Governor's Volunteer Awards UPDATE

On March 5th SCAVA received the red light to proceed with the 2003 Governor's Volunteer Awards. Awards will be made in seven categories. Please forward this information to all your fellow professionals.

A nomination form is included in this newsletter and is also available on the SCAVA web page: www.scava.org.

Nominations must be postmarked no later than April 4, 2003

8 copies of the nomination form and accompanying material should be mailed to:

Elmire Raven
Attn: Gov. Vol. Awards
PO Box 5341
North Charleston, SC 29405

Dates to Remember

April 27-May 3, 2003
National Volunteer Week

May 15, 2003
SCAVA Board meeting

May 20-23, 2003
NCAVA Annual Conference,
Buies Creek, NC. www.ncava.org

June 8-10, 2003
Points of Light Conference,
Baltimore, MD.

October 15-18, 2003
International Conference on
Volunteer Administration
Cincinnati, Ohio
"Voyages: Full Steam Ahead"

October 20-23, 2004
AVA Conference, Portland, Oregon

A New Year for SCAVA Affiliates

Affiliates are the heart and soul of SCAVA. The number one reason to join a professional organization is for the opportunity to network. Local environments are the most nurturing experiences. Have you made contact with your local affiliate? If not here is who and how.

LASCAVA(Lowcountry)

President: Daphne Wright
Non-Profit Consultant
843-824-8878
daphnewright@comcast.net
SCAVA Rep.- Dorothy George
Goodwill Industries of Lower SC
843-566-0072

MASCAVA(Greater Columbia)

President: Stacey Bryant
Richland School District 1
sbryant@richlandone.org
803-733-5211
SCAVA Rep.- Betsy Lybrand
SC Dept. of Corrections
803-896-1955

PAVA(Greater Greenville)

President: Kristen Davis
1st Presbyterian, Greenville
864-235-0496 x 262
kdavis@firstpresgreenville.org
SCAVA Rep: John Hoppe
jhoppe@united-ministries.org

TRIAVA (Anderson, Pickens, Oconee)

President and SCAVA Rep.- Mary Galvin Quinn
United Way of Anderson County
846-226-3438
maryfuw@carol.net

USCAVA (Union and Spartanburg)

President: Anna Cash
Spartanburg Regional Hospital
acash@srhs.com
864-560-2110
SCAVA Rep.- Lisa Smith
Lutheran Hospice
smith@lutheranhospice.com

WESCAVA(Abbeyville, Aiken, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda)

President and SCAVA Representative:
Tammy Hill
John de la Howe School
864-391-2131 x 124
HILLTE@delahowe.k12.sc.us

A Resource for Special Volunteers

Youth Service America is pleased to announce the availability of a new guide to help organizations effectively engage youth with disabilities. The guide contains effective practices gleaned from a Corporation for National and Community Service funded program, called Able To Serve, in which organizations were given grants to engage young people with disabilities in community service programs -- to be volunteers themselves instead of those being served. The program was co-administered by Youth Service America, City Cares and the Points of Light Foundation."

A copy of the guide may be obtained at:
www.ysa.org/nysd/nysd_resources_parent.cfm.

Helping Helpers

Do your volunteers work with children with learning disabilities or ADHD. A special web site contains information and strategies for helping children with these issues. Don't let your volunteers become frustrated; help them be a total success.

Check out: www.ldonline.org/helpinghelpers/index.html

Free Stuff for You

Looking for one of the most extensive bibliographies on the topic of volunteerism? Then Steve McCurley's tome on the topic is just for you and the good news- it is FREE. Download it at www.energize.com/art/biblio.html

This revised version of his 1999 issue is now 161 pages with over 3100 references to books, articles, and internet documents. Sorry it is only available in English.

Help Steve keep this list up to date. If you see something is missing, let him know and he will add it to the next update.

SCANPO Conference in May

SCANPO, the SC Association for Nonprofits will present their 6th Annual Conference, April 30-May 2, 2003 at the Adam's Mark Hotel in Columbia. The *Non-Profit Sector: Powerful, Professional and Proactive* is this year's theme. For more information about speakers and costs contact SCANPA at: 803-929-0399 or info@scanpo.org

Serving on A Boards of Director

It can be flattering to be asked to serve on a Board but have you ever asked yourself the 7 important questions (and gotten answers!) before adding your name to the letterhead? There is nothing more disappointing than going to the first meeting and realizing that many of those occupying seats are just there to hear their own voice, they do not contribute anything of value. These 7 questions, and their answers should help you make an intelligent decision about a Board position.

#1 What is the organization's mission?

Does the mission explain who is being served and what the organization does for those people? Lots of fuzzy language may indicate a fuzzy mission.

#2 What is the role of the Board?

If the tasks of the board are not clearly defined, how can they recruit new Board members. There is nothing worse than agreeing to be on a policy-making board and then find out in reality it is a fundraising board. The focus of the Board may change and that is why new members need to be cultivated.

#3 What is the board and committee meeting schedule?

Before joining a board you should be reasonably certain you can attend at least 80% of the meetings. If the organization does not provide you with a list of dates or an idea of how often they meet, you should be questioning their efforts to recruit you.

#4 What is the financial condition of the organization?

Before joining a board you should be offered a copy of the latest financial statement. You may want to avoid a board with a history of deficits or you may consider it a challenge to personally bring them into financial stability! The choice should be yours.

#5 What are the fundraising and program goals of the organization for the next 3 years?

A recent strategic plan and explanation of the planning process should give you these answers

#6 What orientation and development activities are planned?

The key here is planned; not just talked about.. If all you get is a binder and are expected to learn on your own then it is quite likely that this is not a high performing board.

#7 WHY are you being asked to serve on this Board? If the organization can't tell you why they specifically recruited you, ask! What skills and experience do you bring to the table? Are you just filling a slot?

These seven questions are adapted from Nathan Garber, Editor-in-Chief, Nonprofit Boards and Governance Review.

For more information on this topic check out:

Strategic Board Recruitment: the Not-for-Profit Model by Robert W. Kyle and Michael J. Loscavio, Aspen Publishers, 1996

Board Recruitment and Orientation: A Step-by-Step, Common Sense Guide by Hildy Gottlieb, Renaissance Press, 2001

The Perfect Handbook

Many organizations utilize a volunteer handbook as part of their training and as a way to avoid the dreaded "no one told me" syndrome.

What is in the perfect handbook? You may have unique sections that relate only to your organization. The most important item- the updates when policies, rules and procedures change!! Here is a model for comparison.

- Welcome letter
- Mission, goals of organization
- Mission, goals of volunteer program
- Procedure for reporting accidents, illness
- Safety plan in case of a disaster
- Appearance policy, uniforms if required
- Confidentiality policy
- Training requirements to be a volunteer
- Attendance policy
- Duties
- Your rights as a volunteer
- Harassment policy
- Benefits of volunteering
- Dismissal policy

From the President.....

How can it already be mid-March? It seems like just yesterday we were enjoying each other's company at the SCAVA Winter Conference. I guess the older you get, the quicker the time goes!

I would like to congratulate Jan Verbeck and everyone on the Conference Committee for our wonderful Winter Conference. The speakers were excellent and I know that everyone who attended benefited as much as I did. It was also great to see each other and to "network" our issues and concerns. Congratulations are also extended to Jan Verbeck for being selected the SCAVA *Volunteer Administrator of the Year* and to Elmire Raven for her selection

as the recipient of SCAVA's *Building for the Future Award*.

Speaking of awards, it's time once again for the Governor's volunteer awards. An application is enclosed for your review and completion. This is a wonderful way to recognize your volunteers! We'd also like your assistance in getting the word out to others who may not be members of SCAVA. Please pass the nomination form on to other volunteer administrators, and tell them about the benefits of being a SCAVA member at the same time. Please pay attention to the April 4 submission deadline. Thanks to Shellie Quenga and Elmire Raven for coordinating this process.

Until next time,

Susan Grier

2003 SCAVA Membership Form

Name _____

Organization _____

Address _____

City

State

ZIP

Phone _____ Fax # _____ E-mail _____

SCAVA Dues are \$20 annually (Note: if you attended the Winter Conference your dues were included)
Paid annually for the period of Jan. 1-Dec. 31 Mail to: SCAVA, POBox 882, Columbia, SC 29202
Questions? call Susan Grier at 864-455-7994 or sgrier@ghs.org

SCAVA

South Carolina Association
For Volunteer Administration
PO Box 882 Columbia, SC 29202

On the Web at: www.SCAVA.org