



Embroiderers' Association of Canada, Inc.
Association canadienne de broderie, Inc.

People Pool Policy

Purpose

The EAC/ACB People Pool is a group of EAC/ACB members who are recruited or volunteer to help the organization with small- to medium-sized tasks identified by the Board of Directors. These tasks each have specific parameters and timelines that vary from task to task, limiting the commitment of the People Pool volunteers.

The People Pool Coordinator's role is to facilitate matching people to tasks by receiving requests, finding, organizing, and tracking volunteer activities. The coordinator reports to the board through the Membership Director.

Procedure

Recruit Volunteers

Recruiting volunteers is an ongoing process for the board and the People Pool Coordinator. Board members who hear volunteer offers should pass that information to the coordinator.

The coordinator creates a roster with the volunteers' names, contact information, skills, sign-up date, and job or task preference. The coordinator also records each volunteer's ongoing or completed tasks.

Set Up Tasks

The board or board member determines the need for a task and, using the People Pool Request form, lays out specific requirements, a timeline, and a completion date.

Send a Request to the People Pool Coordinator

When a request is received, the coordinator will contact a People Pool volunteer with the skills needed or send the request to the People Pool or other possible volunteers to find a suitable candidate.

Assign Volunteer(s)

When interested volunteer(s) is/are found, the task proceeds with communication between the board member and those performing the tasks.

Track Tasks

The board member informs the People Pool Coordinator of the progress at least quarterly. When the task is complete, the coordinator records this.

People Pool Volunteer Appreciation

The People Pool Coordinator will check in with all volunteers in March, June, September, and December to provide encouragement, determine the status of their tasks, determine their willingness to continue as volunteers and assess their level of satisfaction.

The coordinator will provide the communications team with a list of volunteers and completed tasks in October and April for publication in *Embroidery Canada* or on the EAC/ACB website.

Reporting

The People Pool Coordinator will provide a summary report to the Membership Director in April and October for the board meetings in May and November. The report should list People Pool members, their skills, and the status of their tasks in progress or completed.