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

PEOPLE POOL POLICY

Purpose:

The EAC People Pool is a group of EAC members who are recruited or volunteer to help the organization with small to medium-sized tasks as identified by the Board of Directors. These tasks each have specific parameters and timelines which vary from task to task, limiting the commitment by the People Pool Volunteers. The volunteers are organized by the People Pool Coordinator, who reports to the Board through the Membership Director. The role of the People Pool Coordinator is to facilitate the matching of people to the task requested.

Procedure:

Recruit volunteers

This is an ongoing process of both the EAC Board and the People Pool Coordinator. The following information should be recorded: name, contact information, skills, sign-up date and job or task preference. Records should also be kept of tasks ongoing or completed by each volunteer.

Set up tasks

The EAC Board or specific Board member determines the need for a task and lays out specific requirements along with a timeline and completion date. See the People Pool Request form in 'Policies' on the website.

Send request to the People Pool Coordinator

When request is received, the People Pool Coordinator will either contact a volunteer with the needed skill set, or send out the request to several or all of the People Pool.

Assign Volunteer(s) to the task

When interested volunteer(s) is/are found, the task proceeds with communication directly between the parties (EAC Board member requesting assistance and those performing the tasks), keeping the People Pool Coordinator informed frequently (at least quarterly) of the progress.

Track task completion

When the task is complete, the People Pool Coordinator records this.

Summary Report

A summary report is required in April and October for meetings of the Board the following months. The report should have a listing of People Pool members with skills and the status of any tasks in progress or completed.