

## Chapter 3 – Section 3.6

Date Board Approved: 6/9/2010

### TITLE: VOLUNTEER SELECTION PROCESS

#### I. POLICY:

The Board recognizes the importance of the contributions of the RWA volunteers to the betterment of the Rotonda West community. The Board is therefore committed to attracting and motivating volunteers.

#### II. APPLICATION:

The Board will contribute to a successful volunteer program by:

1. Matching individual talents and skills with Association needs;
2. Detailing volunteer duties;
3. Communicating the time commitment expected;
4. Encouraging all Rotonda West residents to participate as volunteers.

#### III. PROCESS:

1. Prospective volunteer submits a written letter of interest to the RWA Manager; however, he or she may also express an interest verbally to the Chairperson of the Committee(s) he or she wishes to join;
2. Chairperson selects the prospective volunteers;
3. Chairperson explains the Committee Charter;
4. Chairperson explains the specific tasks to be accomplished;
5. Chairperson explains the anticipated time commitment.

#### Suggested Interview Questions

1. Are you a part-time or full-time resident?
2. Why are you interested in serving on a committee?
3. What experience or skills do you have that can assist the committee?
4. The committee meets (times & days). Would you be available to attend meetings and make the expected time commitment?

5. Are you familiar with Roberts Rules of Order for meetings?
6. Would you be available for a committee orientation?
7. Are you willing to do additional research or reading to assist the committee if necessary?