Volunteering, succession and handovers

roadblocks

Why is it difficult?
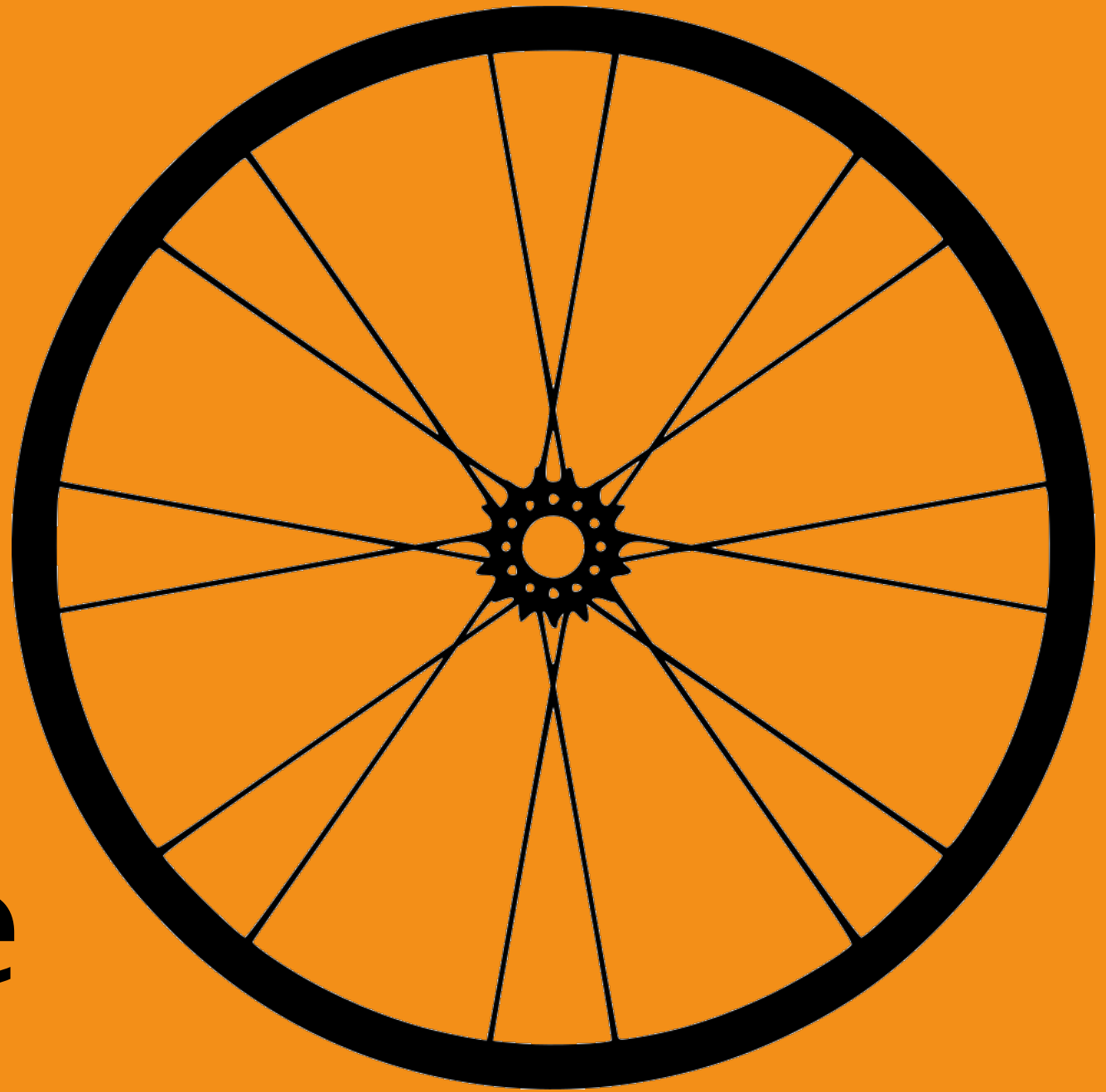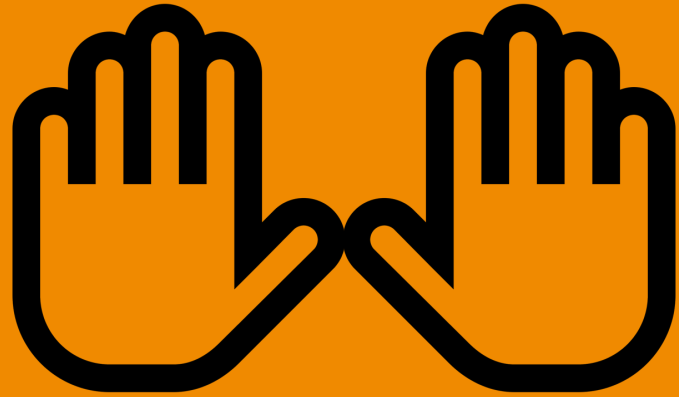
- leadership

- committee positions

- other positions

- other helpers

volunteer roles

LA Centre

governance

Governance

Operations

event clean up

meeting new members

social media management

strategy

meetings

constitution review

marketing

stock control

event setup

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cooking the BBQ

complaints handling

risk management

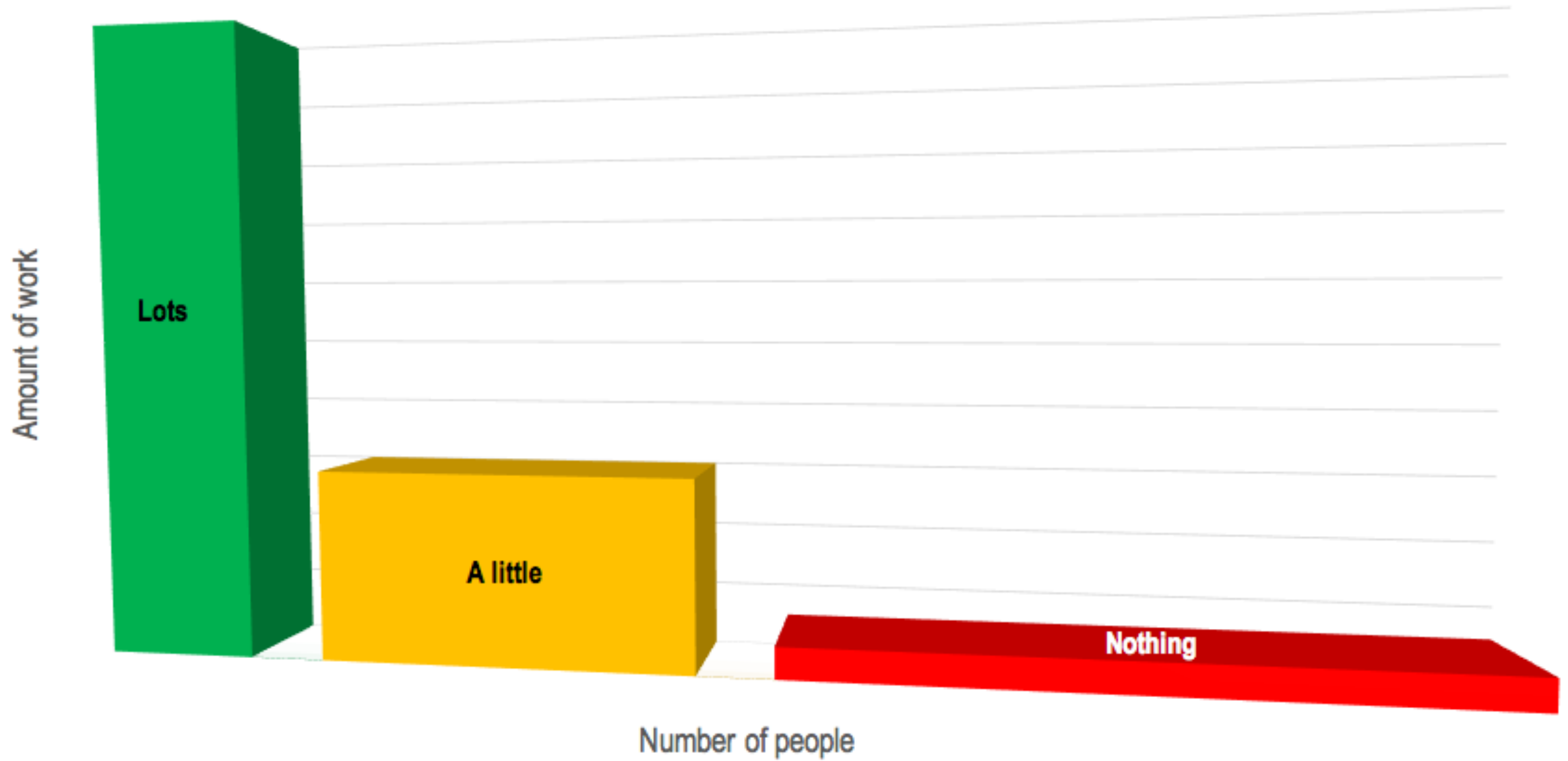merchandise

budgeting

athletics meet helpers
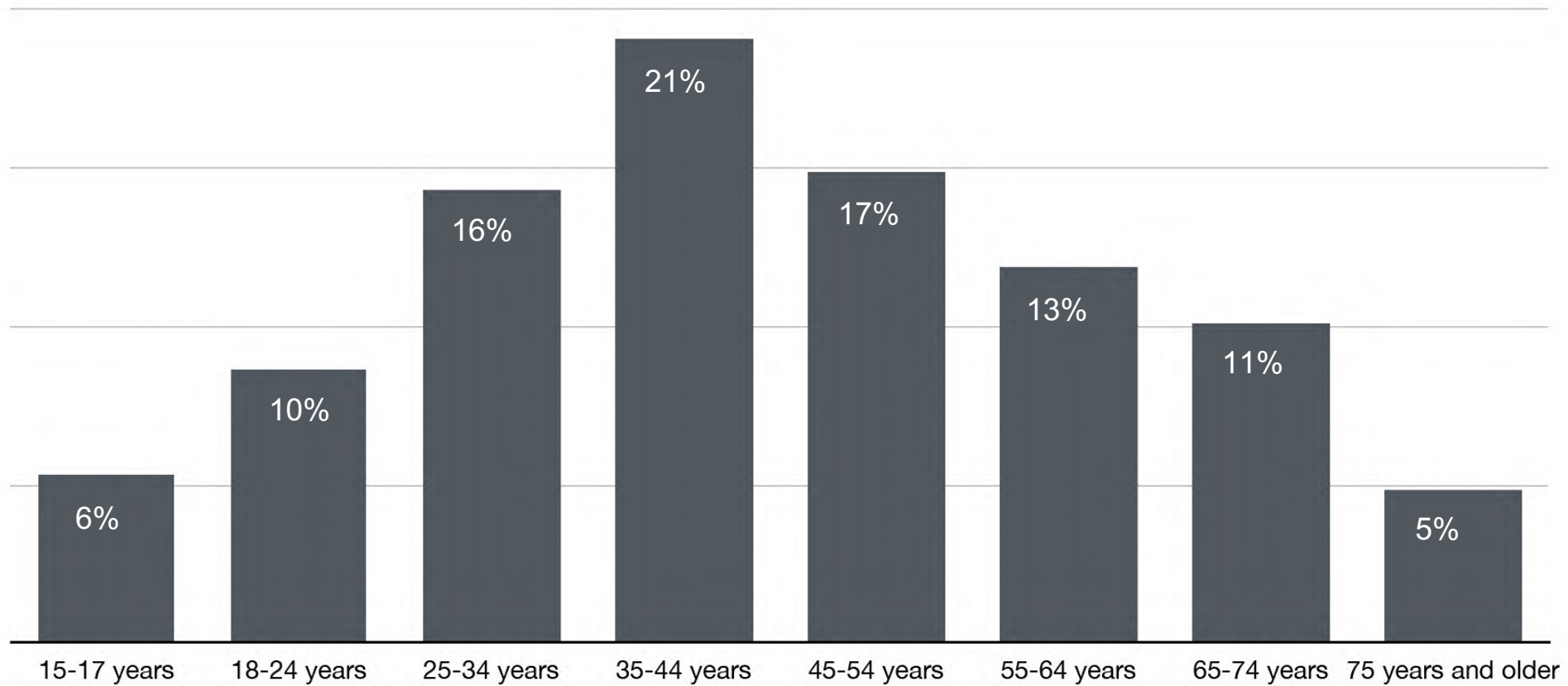
grant applications

asset management

happy volunteers

Volunteer Participation

who volunteers?

Age of volunteers

What's stopping them?

TABLE 6: Barriers to Queenslanders volunteering, 2020

VOLUNTEERS

Barrier	%
No time (e.g. family, work commitments)	57.7%
Health reasons	28.7%
Costs	27.1%
Government restrictions/regulation	19.9%
Not interested in volunteering more	13.8%
Not sure/never been asked	13.8%
No transport	12.4%
Lack of skills	11.0%
Not interested in the other volunteering options in my area	9.7%
Bad experiences of volunteering	6.4%
Other reasons	11.9%

NON-VOLUNTEERS

Barrier	%
No time (e.g. family, work commitments)	38.9%
Health reasons	32.1%
Not interested in the volunteering options in my area	20.8%
Costs	20.7%
Not sure/never been asked	17.2%
Not interested in volunteering	11.9%
Government restrictions/regulation	10.6%
Lack of skills	9.4%
No transport	7.7%
Bad experiences of volunteering	2.5%
Other reasons	15.2%

Why don't they?

- Anxiety
- Slacktivism
- Digital frustration

"Volunteering is time willingly given for the common good and without financial gain."

the one thing

1

Help others

Give back

Make a difference

Find purpose

Connect with community

Feel involved

Contribute to a cause

Use skills

why do people volunteer?

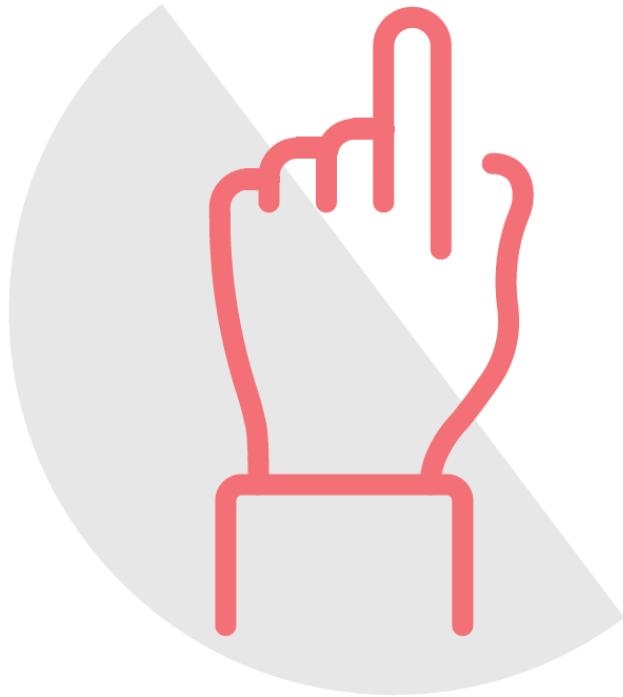get out of the canteen!
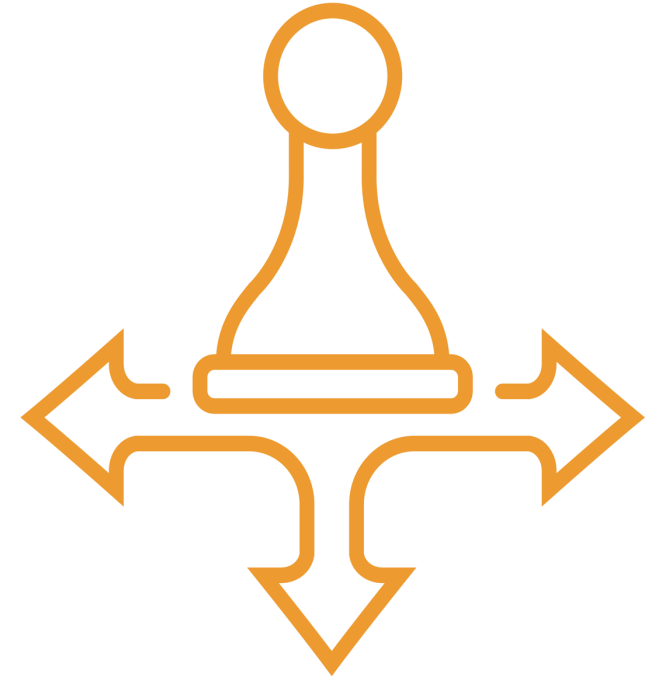
Succession planning

Tap someone on the shoulder.

Position descriptions.

President

- Ambassador
- Chair meetings

Secretary

- Coordinate meetings
- Communication and reporting
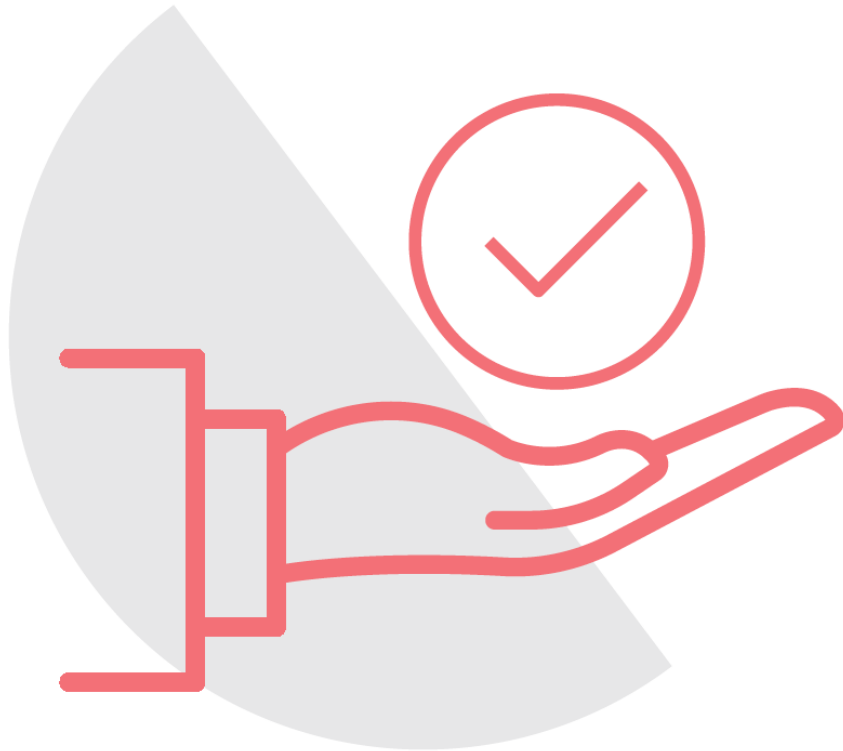
Treasurer

- Budget
- Financial reporting

Vice President

- Understudy
- Keep the club on its strategic direction

after their term

Handover.

Stay in contact.

Handover checklist

- Constitution
- Financial records
- Bank accounts (including transferring signatories)
- Club property and inventory
- Club document templates
- Previous meeting minutes
- Member list
- Calendar of events
- Important dates (e.g. re-affiliation)
- What worked well and what should change
- Important contact details

- Login credentials or admin access and payment/renewal details for:
  - Website
  - Email
  - Social media accounts
  - Cloud file storage
  - Other subscriptions and software (e.g. Mail Chimp, Canva, payment gateways, financial software)
- Update all passwords and remove access!
- Details of external relationships (e.g. sponsors, suppliers, venues)
- Details of regular activities required under each role

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