



Orange County Chapter Board Member Policy/Process/Procedures

Purpose	The purpose of this document is to outline the process for presenting and communicating the award for Volunteer Of the Month (VOM).
When Executed	A Volunteer Of the Month is selected monthly except for July and December. At each monthly Board meeting, the Board selects the next month's winner.
Process User	President, Vice President of Membership, Website Manager, Chapter Administrator, Vice President of Marketing
Supporting Documentation	Award Certificate, website communication
Prerequisites	
Scope	
Responsibilities	The Process Flow documents the Roles and Responsibilities for presenting this award to the winner and communicating the selection to the ASTD-OC community.
Acronyms/Definitions	VOM: Volunteer Of the Month MLE: Monthly Learning Event

Policy

To receive a Volunteer Of the Month Award, the winner must be a current chapter. Status of membership is checked before the selection process and if they are not current members they are not even nominated.

Policy

The VOM is announced and the award presented at the Monthly Learning Event. If the VOM winner is able to attend to receive his/her award, the winner's registration to the Monthly Learning Event is complimentary for that month only. If he/she cannot attend that meeting, the complimentary registration is not transferable.



Orange County Chapter Board Member Policy/Process/Procedures

Process Steps

This Process comprises the follow steps, each of which has an accompanying Procedure, with templates or examples where applicable.

INPUT: VOM Selected

1. Once the VOM is selected, the Board member who nominated the VOM notifies him/her via email (example email in the TBD Procedures document), and copies the Board, the Administrator, and the Website Manager. If the VOM's supervisor is an ASTD-OC member, he/she is copied also. This email also informs the VOM that his/her registration for the MLE at which the award is presented will be complimentary. (See Example.)
2. The Volunteer Manager (Membership) orders the VOM certificate.
3. The VOM sends a photo of him/herself to the Website Manager (and copies Mktg TBD).
4. The VOM gives an RSVP to the Administrator concerning his/her attendance at the MLE, and emails a photo to the Website Manager.
5. The Administrator takes one of these steps, depending on whether the RSVP is Yes or No:
 - If the RSVP is Yes, the Administrator processes the complimentary registration.
 - If the VOM RSVP is No, the Administrator notifies the Volunteers Manager that the certificate of award should be sent to the VOM's mailing address.
6. The Volunteer Manager is responsible for delivering the award certificate to the VOM.
 - If the VOM's RSVP is Yes, the VOM ensures its delivery to the MLE so that the President can present it.
 - If the VOM's RSVP is No, the VOM ensures its delivery to the VOM's address.
7. The Board Member who nominated the VOM writes a description of the VOM's accomplishments, plus one or two sentences about his/her background, and then emails it to the President and the Website Manager.
8. The VP of the recipient notifies that person's manager via email that the person is an award recipient and a description of their accomplishments is detailed.
9. The President and the VP who nominated the person announce and present the award at the Monthly Learning Event.



Orange County Chapter Board Member Policy/Process/Procedures

10. The Website Manager ensures the photo and the description text are posted on the Volunteer of the Month page of the website.

This Process may feed into other Processes (Year-End Award acknowledgements, etc.).

Protocol

N/A

Procedures will be developed for each of these process steps.

N/A

Document History

Rev.	Summary of Changes	Release Date
A	Initial Release	MM/DD/YYYY
B		MM/DD/YYYY