



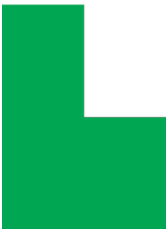


Organizational Development Building Blocks



Building Block	Description	Actions
<p>Leadership</p> 	<p>Motivating a group of people to act toward achieving a common goal</p>	<ul style="list-style-type: none"> - Delegation - Coordinate tasks and responsibilities - Promote Collaboration - Provide feedback - Develop Mentors - Succession planning
<p>Roles & Responsibilities</p> 	<p>Clarifying and coordinating roles, tasks, and responsibilities. Fostering collaboration where possible. Matching volunteers to the roles that suit their skills and needs.</p>	<ul style="list-style-type: none"> - Create an org chart - Support and train volunteers - Use task-based approach - Create co-positions - Develop committees to complete roles and tasks - Rotate leadership
<p>Planning & Goal Setting</p> 	<p>Develop a team vision. Have both short and long-term goals that work toward your vision. Create well-defined steps to reach each goal.</p>	<ul style="list-style-type: none"> - Create a team calendar - Analyze the data - Host an in-person team meeting to plan together - Divide steps of goals among many volunteers - Create a team vision
<p>Communication</p> 	<p>Communication is key to volunteer engagement. Listening is one of the most crucial components. Keep communication simple, clear, inclusive. Remember that have a friendly, encouraging, and respectful tone.</p>	<ul style="list-style-type: none"> - Develop a communication plan - Create a newsletter - Design a team website - Scheduled conference calls - Co-create and share documents through Google Docs
<p>Climate</p> 	<p>Climate is the personality and life blood of teams. It is how volunteers feel about their experience as members of the team.</p>	<ul style="list-style-type: none"> - Understand what motivates volunteers - Embrace diversity and inclusion - Host an appreciation event - Say Thank-You - Welcome new volunteers to the team or at an event - Have Fun!