

# 12 COMMON UNDERSTANDING OF VOLUNTEERING



1h 10m



PLENUM AND  
SMALL GROUPS

## DESCRIPTION

Explicitly defining the roles, responsibilities, and rights of all volunteers is helpful for organizations. It is important to have a shared understanding of expectations placed on the volunteers and the organization itself.

The different members of your team may have divergent ideas how volunteerism fits into your organization.

This activity will help your team come to a shared understanding of volunteerism and how it can help your organization's mission.



## PREPARATION

Make sure you have a wall or space to hang moderation cards. Make sure that at least 3 of your organization's volunteers take part in the session. Bear in mind that it is better to involve as many members and volunteers of the organization as possible in order to get a diversity of perspectives.



## MATERIALS

- Moderation Cards
- Post-it Notes
- Markers



## TOOLS

None



ORIENTATION



GROUNDWORK



WORKING WITH  
VOLUNTEERS

**STEP 1** **IN PLENUM:**

Each volunteer of the organization shares: "What does it mean for me to be a volunteer in this organization: what are my motivations and expectations?"  
**[20 MIN]**

**STEP 2** **IN PAIRS:**

List the responsibilities (at least 5 items) and rights (at least 3 items) of a volunteer in your organization. Write each item separately on a post-it note or moderation card. Put the responsibilities and rights in order of importance according to the group. **[30 MIN]**

**STEP 3** **IN PLENUM:**

Share lists of rights and responsibilities from the previous step. As a group, create a consolidated list of rights and responsibilities. Come to consensus about the order of priorities. **[20 MIN]**

**FOLLOW UP**

Use this as a jumping off point for defining the tasks of volunteers.