Enter Calendar Start Date: 9/27/24

Membership & Volunteers

		Status	OCTOBER				NOVEMBER					DECEMBER				JANUARY				JANUARY					MARCH				APRIL				MAY					JUNE				JULY					AUGUST					SEPTEMBER				
			27	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31	7	14	21	28	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26
	Ideal-State Org Chart																																																							
1	Brainstorm org chart and future roles																																																							
2	- Create interm org chart for offsite					<>																																																		
3	- Document and present @ Board Mtg																																																							
4	Document JDs for new roles																																																							
5	- Role 1 (JD & blurb)																																																							
6	- Role 2 (JD & blurb)																																																							
7	- Role 3 (JD & blurb)																																																							
8	- Role 4 (JD & blurb)																																																							
9	- Role 5 (JD & blurb)																																																							
	Review & Document OKRIs																																																							
10	Review the OKRIs in detail with Phil	C																																																						
11	Manage tasks for measurement																																																							
12	Implement tools for measurement (if these do not exist, the plan must cover how it becom																																																							
13	Document key results (i.e. dashboard)																																																							
14	(repeat for as many initiatives as exist)																																																							
	Recruitment																																																							
15	Role 1																																																							
16	Role 2																																																							
17	Role 3																																																							
18	Role 4																																																							
19	Role 5																																																							
	SOP-related Work																																																							
20	Outline VP Role SOP (at a minimum) + the complete work for function				<>																																																			
21	- add onboard/offboard pieces									<>																																													
22	- add PV experience pieces																						<>																																	
23	- add V Dev & Growth																																<>																							
	Annual Membership Survey																																																							
24	Planning/brainstorm task (includes) - SurveyMonkey/Google decision - Subsets of questions requiring review - Response Incentive program updates																																																							
25	Interim review/approval (if needed)																						<>																																	
26	Work w/Mktg re: comm plan																																																							
27	Make the approved updates/implement																																																							
28	Execute Communication Plan																																																							
29	Survey Running Period																																																							

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	Recognition Programming																																																							
30	Planning/brainstorm task																																																							
25	Interim review/approval (if needed)																							<>																																
32	Tools and Stuff																																																							
33	Rollout/board training																																																							
	Onboarding & Offboarding Setup																																																							
34	Finalize the agreement & confidentiality - standardize with voice of PMI - enable volunteer acknowledgement - format: form acknowledgement																																																							
35	Create the onboarding/off-boarding one-pager					<>																																																	
36	Rollout/train board members (30m) + light info re: volunteer experience						<>																																																	
37	Catch-All Onboarding session for current volunteers - schedule by 10/21																																																							
38	Ensure consistency between Board and Volunteer onboa - Ways of Working --> Half Day													<>																																										
	Prospective Volunteer Experience																																																							
39	Understand the existing sheets/data - PVCMS - Volunteer List (Source of 'Truth')									<>																																														
40	Rationalize the PV Experience process and docoument - Review PVCMS and SoT for fields --> track right data																																																							
41	Preview Changes with Board													<>																																										
42	Update of the tool(s) re: tracking of open positions, pros																																																							
43	Template and Guidance for JDs - Consider annual review process --> M&V SOP (tbd)																																																							
44	Rollout/train board members --> commitment and SLAs																																																							
	Volunteer Development & Growth																																																							
45	Draft framework approach - includes annual review/update - define the "fulfilling experience" - consider "rotation" opportunities																																																							
46	Prepare materials for the transition to the new approac - Tools and Stuff (Phil)																																																							
47	Facilitate a session to incorporate new behaviors, activit																																																							
	Feedback Process																																																							
48	Draft a framework for feedback from PVs or Volunteers - simultaneous with other frameworks																																																							
49	Align feedback process and peer review process																																																							
	Board Training Opportunities																																																							
50	Micro-project Guidance/One-Pager																																																							
51	PM Skill Delivery / Level Setting - tool to enable requests for learning																																																							
52	Board Refresher / Onboarding																																																							