# Kairos of Ohio Volunteer Recruiting
## Speaker Bureau Organizational Structure

**(2)**
**Assignments and Churches by Zip code**

**(1)**
**Chair and Speaker Bureau Members**

**State Volunteer Coordinator**

**State Board**

**(3)**
**Prospect Evaluators Identify/Select Contacts with Strong Outreach Ministry**

**(4)**
**Presentation Identifier(s)**

**(6)**
**Presentation Initiators**

**(7)**
**Presentation Coordinator**

**(8)**
**Presentation Team Manager**

**(9)**
**Presentation Team**

**(12)**
**Council Volunteer Coordinator Follow Up**

**(5)**
**Event Manager**

**(11)**
**Presentation Evaluation**

**(10)**
**Presentation**

**4th Day?**

No

Yes

**Sponsor 3-day weekend participants**

**New Volunteer(s)**

Key: **Indicates Workflow reminders**

# Kairos of Ohio Volunteer Recruiting
## Speaker Bureau Organizational Structure

## Overview:

Five regional Speaker Bureaus were originally anticipated in Ohio:        Status
1. North East Ohio covering Cleveland, Akron, Youngstown, etc.     Active
2. North West Ohio covering Toledo, Lima, etc.     See Current Update
3. Southeast Ohio covering Chillicothe, etc.     See Current Update
4. Southwest Ohio covering Cincinnati, Dayton, Springfield, etc.     See Current Update
5. Central Ohio covering Columbus and Central Ohio     Active

<u>Current Update:</u>  Speaker bureaus are anticipated to be KairosOhio.org based by end of 2015.

**Speaker Bureaus have two objectives**:
1. Create and expand market awareness in assigned region
2. Recruit new volunteers for Kairos weekends in region

## Organization Structural Items Descriptions:

1) **Chair and speaker Bureau members:**

Members of each of the 5 Speaker Bureaus include:
   a. Chair person
   b. Presentation Coordinator
   c. Prospect evaluator(s)
   d. Presentation Identifier(s)
   e. Presentation Initiator(s)
   f. Presentation Team(s):
      I.   Team Presenter and Manager
      II.  Information Table Monitor
      III. Logistics and audio/video (optional for larger presentation venues)

   ### <u>Recommendation:</u>

   It is strongly recommended Council Volunteer Coordinators (see #12, below) and, perhaps under his/her direction, others of the council and council institution volunteers participate in the Speaker Bureau.

2) **Assignments and Churches by Zip Code:**

Assigned by the speaker bureau Chair person

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## Organization Structural Items Descriptions: (cont)

3) **Prospect Evaluators Identify Contacts with strong Outreach Ministry profiles:**

   Position requires availability of computer with internet and search engine access. Each prospect is identified with a 0 to 5 evaluation with 5 being the highest. Higher scores are awarded based on strong outreach ministry and high membership/attendance established by evaluating the prospect's web site, Facebook pages and other social media presence.

4) **Presentation Identifiers:**

   Solicits and confirms by phone Churches and other non-profits in assigned area for Kairos presentations. Presentation Identifier Responsibilities include contacting prospects assigned an evaluation of 5 as recorded in the Blitz state database and lead generation application record. Confirmed prospects are assigned to the **Presentation Initiator** by zip code area.

5) **Event Manager:**

   Individual that solicits, approves and manages events happening in his/her facility or organization. In churches this is normally the pastor(s) and/or small group leaders.

6) **Presentation Initiators:**

   Presentation Initiator is to focus on contacting assigned (often by **Presentation Identifier**) the Venue **Event Manager** with "Blitz Volunteer Potential" of 5, then those with 4 and then those with 3. They are to coordinate with **Presentation Coordinator** in order to not over book presentations in excess of speaker bureau resources. They or the Venue Event Manager may request specific **Presentation Teams**, but their availability must be approved by the **Presentation Coordinator**. They are to complete the Standard Presentation Check List to assist **Presentation Coordinator** to follow up with logistical details through presentation event.

7) **Presentation Coordinator:**

   Confirm presentations initiated by either **Presentation Initiators** and/or him/herself and follow up with logistical details through presentation event:

   a. Confirmation notification to event manager including: (Standard Presentation Checklist)
      i. Date and inclusive times of event
      ii. Contact information including name, prefix, title, address if different from event, email and phone# of **Event Manager**
      iii. Address of event, parking, building entrance and room number
      iv. Summary of presentation topic
      v. **Presenter** names and Bios
      vi. Setup arrival by presenters usually 30 to 60 minutes prior to event

## Organization Structural Items Descriptions: (cont)

   7) **Presentation Coordinator: (cont)**

   vii. Equipment needed:
   1. Audio/visual and screen/display area for short film - will we need to provide projector (Y/N)?
   2. Podium with audio
   3. 3' x 8' information table
   viii. Expected attendance
   ix. Seating arrangement (e.g. theater, in round or square or at tables)
   x. Dress Code
   xi. Pre event site visit recommended
   xii. Special notes applicable to event
   xiii. Promotional materials needed by **Event Manager**
   xiv. Send 2$^{nd}$ confirmation follow up 1 week prior to event and 3$^{rd}$ confirmation follow up day prior to event.

Follow up presentation event with satisfaction survey:
   b. Send interest cards and/or volunteer applications to Blitz database manager for entry and follow up through organization already in place.
   c. Send to **Event Manager** standard satisfaction survey form (TBD)
   d. Confirm receipt of survey and response to issues, if any.
   e. Send survey form (TBD) to event presenters
   f. Respond to issues, is any
   g. Track responses on both surveys by month and YTD.
   h. Assign interested prospects to appropriate Council Volunteer Coordinator

Track/report activity by Month/YTD of ***Presentation Initiators*** to State Volunteer Coordinator. Include:
   i. Contacts made to prospective churches and other appropriate non-profits
   j. Presentations scheduled
   k. Interest cards/applications received
   l. Prospects converted to volunteers by institution/council
   m. Appropriate comments

## Organization Structural Items Descriptions: (cont)

8) **Presentation Team Manager:**

   Normally the lead presenter is the presentation team manager. They are responsible for coordinating the presentation with the **Presentation Coordinator** and the Venue **Event Manager** as appropriate.

9) **Presentation Team:**

   2. At a minimum, this includes Information Table Monitor. This position may also provide Logistics and Audio/Video operation depending on the size of the audience and length of the presentation.
   3. The team may also include a logistics and audio/video operator for larger presentation venues.

10) **Presentation:**

   Delivering the presentation planned for the venue.

11) **Presentation Evaluation:**

   The **Presentation Coordinator** is to send the standard evaluation request form (also a link on the KairosOhio.org web site) and follow up as described in his/her job description, above, including assignment of any volunteer prospect leads.

12) **Council Volunteer Coordinator Follow Up:**

   The **Presentation Coordinator** assigns any prospect leads generated by the Speaker Bureau to the appropriate **Council Volunteer Coordinator** for follow up contact and processing. The Blitz Lead Tracking application will send reminders for each step within set time frames to assure timely follow up steps to either sponsoring the volunteer on a 3-day "street" weekend and/or transitioning the prospect into an assigned position within the council as an active volunteer.

   ### Recommendation:

   It is strongly recommended the Council Volunteer Coordinator and, perhaps under his/her direction, others of the council and council institution volunteers participate in the Speaker Bureau (see #1, above).