**Volunteer Management Plan Template**

This tool can assist a club in specifying actions to take that will improve their management of volunteers.

**Step 1 Club Strategic Priorities for 3-5yrs**

|  |  |  |
| --- | --- | --- |
|  | **Club Strategic Priorities/Goals** | **How do Volunteers impact this?** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |

**Step 2 Volunteer Structure & Roles**

Consider the following …

* Is there a clear purpose for each role
* What positions are currently filled
* Are people doing multiple roles (or very large roles which could be split into smaller roles)
* Which roles, or elements of roles, can be short term or project based and therefore delivered into working groups
* Which roles can be delivered as shared roles
* Current Vacancies
* Which roles can be delivered by remote/virtual volunteers
* Training required for each role
* Support required for each role
* Resources available for each role

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Role Title** | **Purpose** | **Person** | **Role Description Available** | **Term and Completion Date** | **Support offered and available** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Step 3 Action Plan**

In addition to Steps 1 & 2 above, consider the Volunteer Management Checklist, to create an action plan based on the following headings.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item Number** | **Action** | **How** | **Priority Level***Low**Medium**High* | **Timescale**ShortMedium Long | **Who will do this?** | **Resources or Support Required** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

*Source: Golf Ireland*