

AORE Volunteers

WHY VOLUNTEER?

Consistent with the strategic direction of AORE, volunteers and employees are considered to be partners in implementing the organization's mission and programs; volunteers and employees have equal and complementary roles to play. Volunteers are key to AORE's success and its advancement of the mission, as they contribute a wide variety of perspectives, engagement, action, and passion.

Volunteering can be a way to contribute and expand your skills, knowledge, and networks. Volunteering also allows you to make a lasting and meaningful impact. Volunteers

- articulate AORE's value and advance the profession.
- get access to training and development opportunities.
- enhance their experience and resume.
- strengthen their community and networks.
- connect and network with other like-minded people.

WHAT IS MY COMMITMENT?

- A commitment to volunteer the time that is sufficient to make a difference.
- A commitment to engage in purposeful conversation and the work to be accomplished.
- A commitment to the mission of AORE and to advancing outdoor recreation and education.

Volunteerism comes in different shapes and sizes. AORE has specific projects, focused task forces, and positions with longer time commitments. Some opportunities can be accomplished through individuals, and other efforts require group work. Some opportunities include the need to engage thought leaders who are not practicing professionals but who bring a unique expertise and perspective to advance our mission.

WHAT CHOICES DO I HAVE?

Conference Volunteering: Volunteering at an AORE conference provides the opportunity to experience the many aspects that make it a success. There are various volunteer options from room hosting to supporting the auction and multiple time frames, which are unique to each conference venue. This allows you to explore and connect to your fullest potential.

AORE Specific Projects: Members who want to support the association have a couple of ways they can provide their skills, experience, and time. There are three different categories of specific projects:

1. A specific initiative: For example, the "AORE Membership Initiative" is a project that uses volunteers to identify potential members. Volunteers input information into a database to expand and diversify our network.
2. Specific project to completion: These are projects that are coordinated between a volunteer's interest and AORE's needs. For example: creating an AORE promotional video.

3. Monthly projects: These projects need small amounts of time, between 1 and 3 hours a month, but need to be completed consistently. For example: reviewing reports and cleaning databases, curating member profiles, and updating resources.

Task Forces: Task forces are working groups composed of current association members in good standing or designated individuals committed to a specific, time-bound task assigned by the board of directors. Task force members are selected on the demonstrated skills and expertise as defined in the specific task force position description.

Committees: Committees work toward providing the AORE membership with a variety of important opportunities and information relevant to the field of outdoor recreation and education. Committees have responsibilities (such as annual and standing projects) that aim to move the association toward its goals. Committees are advisory committees to the board of directors and provide advice and recommendations based on their area of expertise.

Board of Directors (BOD): The BOD serves at the pleasure of the members, and the board members are elected by AORE’s eligible voting members. Members of the BOD have a legal duty to be loyal and to act responsibly and in the best interest of the Association of Outdoor Recreation and Education. In addition the BOD fundraises, sets the strategic direction, and creates policy.

HOW DO I KNOW IF I AM ELIGIBLE TO SERVE?

Each volunteer position has a position description that highlights required and/or desired skills and experience. A synopsis of requirements:

Opportunity	Members	Requirements	Experience
Special Projects	Varies	Current member	Varies
Task Force	5-7 members/force	Member and non-member eligible	Varies; specific skills or perspectives included in position.
Committee	5-25 members	Current member	Varies; committees strive to be diverse in membership makeup, with a minimum of two people from Student Professional and Professional membership levels.
Committee Leadership	1-3 members	Current member	Varies; desired skills are identified to support committee administration to achieve annual conference and standing association goals.
Board of Directors	9-11 (adjusts annually)	Current member	Varies; desired skills are identified to support the strategic plan and annual goals.

AORE also has many informal volunteer opportunities, including:

- Annual conference presenter: breakout sessions, workshops, research symposium.
- Subject-matter writer for AORE publications.
- Completion of surveys, benchmarking, and best practice research requests.
- Participation in and hosting regional events.

WHAT WILL I RECEIVE FOR MY SERVICE?

- A suitable assignment based on your interests, skills, and availability, as well as the organization’s needs.
- Orientation and training to help you perform your duties.
- The opportunity to give feedback about your volunteer experience.
- The chance to grow and develop as a volunteer through participation in other activities, special training events, meetings, and more effectual volunteer duties.

HOW DO I BEGIN?

Volunteers are selected based on their skills, abilities, and suitability to fulfill volunteer responsibilities, by the BOD, committees, and staff. To share your desire to contribute to AORE:

- Complete the [Volunteer Recruitment Form](http://form.jotformpro.com/71706374525963); (link: form.jotformpro.com/71706374525963)
- Participate in a screening interview;
- Attend a volunteer recruitment/orientation/onboarding meeting; and
- Sign the Volunteering Agreement form.

WHAT HAPPENS AFTER I SUBMIT THE VOLUNTEER RECRUITMENT FORM?

In placing a volunteer in a position, attention shall be paid to the interests and capabilities of the volunteer and to the requirements of the volunteer position.

Type of Volunteer	What Happens Next?
Conference volunteer	Volunteer coordinator matches interested members with volunteer opportunities
Specific project	National Office coordinates applicants with initiatives
Task force	Application is sent to the task force chair for review and consideration
Committee	Application is sent to the current committee chair for consideration
Board of Directors	Eligible members vote via online voting for the annual selection of AORE BOD members

INTERNAL [process]

1. Volunteer Recruitment Form is received at the National Office.
2. National Office will forward email (with application information) when received to:
 - a. Specific special project coordinator
 - b. Committee chair
 - c. Task force chair
3. If there is a closure date for a volunteer experience, the National Office will download all applicant information and send to the respective chair or coordinator.
4. Upon receiving volunteer applications from the National Office, the chair or coordinator will acknowledge receipt to the applicant, as well as any pertinent information (request for interview, timeline for selection, etc.).
 - a. Chair and coordinator need to determine a matrix for volunteer selection, specific to the needs of the project, committee, or task force and vet applicants accordingly.
 - b. Chair and coordinator will need to inform applicants that they have or have not been selected to volunteer.
 - c. Any member who was not selected should be contacted and offered additional opportunities to engage with AORE.