Chapter Micro Volunteering Guide

Micro volunteering consists of performing small purposeful tasks. Many micro volunteering options can be completed online. These tasks in particular have a low barrier to entry in that volunteers do not have to register, apply, or complete training to take part. Many of these online tasks can be conducted in a period determined by the volunteer. The range of options available makes these activities inclusive in terms of geography, culture, and ability. Micro volunteering can also involve in-person actions, or donations of time, skills, and services that contribute to an organization’s mission. For these activities to be successful, volunteers should be provided a specific task of limited duration, in areas of operation, which do not require screening or significant training for volunteers.

This guide can be used to start or expand your micro volunteering offerings. Before sharing volunteer opportunities with members, be sure to include contact information on how to get started.

Overview

Recruitment of micro volunteers

* Specific skill based
* Good for new members and past board members
* Flexible time commitment
* No HIMSS/Chapter membership required (recommend chapter policy for what members vs. nonmembers can volunteer on)

Benefits

* Can easily and quickly show value of volunteer output
* Applies to broader group of members who cannot commit to full board term, no long term commitment
* Way to break into future volunteer role
* Provides additional support to busy board members

Volunteer Considerations

* What skillsets can I draw on?
* How much time do I have to volunteer?
* What time of year am I available?
* Do I want to volunteer independently in a remote setting or in person with others?

Volunteer Opportunities

Programs and Events

* Select Fall or Spring Conference so it is a shorter period of time or one season they can select when they have availability to volunteer
* In-Person: session timekeeper, welcome/register attendees, session speaker/moderator/panelist
* Virtual: webinar moderator/host/speaker/panelist
* Serve as speaker proposal reviewer
* Take onsite event photos/videos
* Prior to the event, assist with marketing/social media campaigns

Marketing and Social Media

* Lead efforts on one social channel
* Design images to promote events within posts (within HIMSS guidelines)
* Write a blog post
* Record a podcast
* Create social media and Accelerate posts to promote events and engage other members in discussion

Membership

* Call/email a new member to welcome to the chapter
* Provide a written or video testimonial on why you are a member that can be shared on website, social media, or at an event
* Serve as a judge for awards and/or scholarships

Finance

* Review financial audit
* Outreach to potential sponsors for specific opportunity