

Quick orientation for persons in charge of volunteers and members

As a pair in charge of volunteers and members, you and your partner promote the continuity of your branch's operations and make aid efforts possible

Volunteers and members are the heart and soul of the Red Cross' operations. As a working pair and in cooperation with other volunteers of the branch, you are responsible for ensuring that the Red Cross has enough operators and supporters now and in the future. In this text, the person in charge of members refers to the membership manager specified in the Ossi system. The person in charge of volunteers acts as the working pair of the person in charge of members.

In cooperation with other volunteers in charge, you are responsible for the practices and systems related to the reception of new volunteers and members. You ensure that new volunteers feel welcome and that it is easy for them to get started with aid work.

As persons in charge of volunteers and members, your efforts are crucial in securing the continuity of your branch's operations as well as supporting the current volunteers. Due to the extent of the duties of these positions, we recommend that you share the responsibilities with other elected officials of the branch in a separately agreed manner.

Duties of persons in charge of volunteers and members:

Tärkeimmät:

- Welcoming new members, contacting new volunteers interested in the activities and providing guidance related to activity groups.
- Ensuring, in cooperation with other volunteers, that the branch is actively recruiting new volunteers and members. Participating in the planning of the branch's events and ensuring that the recruitment of new volunteers and members is a visible theme in these events. This is particularly important in the case of the Red Cross Week, where volunteering is a main theme: honouring volunteers, presenting local activities and inviting new people to join.
- Ensuring that everyone at the branch is aware of the importance of new volunteers and members. Anyone can invite new people to join!
- Ensuring that the information on various volunteer positions is up to date and easily available.
- Ensuring that new volunteers are provided with adequate orientation for their duties.
- Ensuring, together with the communications manager, that membership is a visible theme in the branch's materials, website and social media—wherever the branch is visible.
- Preparing member newsletters and other communications with members in cooperation with the communications manager.
- Ensuring the procurement and sufficiency of materials that promote membership. Brochures and other materials designed for member recruitment can be ordered from the Red Cross online shop.



- Ensuring that the contact information of new members recruited in the branch's own events are submitted to the district office for the person in charge of overseeing the member register.
- Together with the board, monitoring the development of the branch's number of members and verifying the branch's member lists. Ensuring that the elected officials are also members.
- Applying for awards of recognition for active members. In addition, ensuring that volunteers are provided with adequate recreational activities, support, guidance and training.

In this position, you will be supported by:

- The branch chair and board
- A sponsor appointed to the branch by the district
- The district's organisation employees

Important information:

Start with these

- Mentor induction course (online self-study course)
- Meetings and trainings arranged by the district for persons in charge of volunteers and members (formerly known as member managers)
- Volunteer activity support materials on the website
- The path of a volunteer
- Branch communications instructions
- Branch activity support materials
- Member recruitment support materials: member brochure and member pamphlet, cash receipt form
- Red Cross Week materials
- Becoming a Red Cross member on the website
- Registering as a volunteer
- Well-being in volunteer activities
- Tips for the Red Cross Week

How to order member materials

- You can order brochures and other printed materials designed for member recruitment from the Red Cross online store.
- To place an order, you need the branch ID delivered to your branch. The branch view can be accessed at the top bar of the online store. Campaign and member materials can be found in the section "Branch material" of the store.
- If you have any problems with the ID, please contact myynti@redcross.fi.