

SAVMA is seeking proposals for 2017 General Membership Meetings (third Thursday of every month at 3:30PM). Meetings are typically held at Habitat for Humanity Tucson 3501 N Mountain Ave, Tucson, AZ 85719. Presentations are one hour with 15 minutes of Q and A.

Possible topics all relating to volunteer services (not all inclusive):

- Developing policies and procedures
- Risk management planning
- Setting benchmarks
- Developing an evaluation plan
- Budgeting
- Supporting the work of a Board of Directors
- Designing, implementing and evaluating a communications plan
- Cultivating and evaluating stakeholder and partner relationships
- Developing performance objectives for volunteers
- Designing recruitment plans
- Evaluating recruitment strategies
- Streamlining an onboarding process with Lean Management techniques
- Coaching for performance improvement
- Maintaining records
- Evaluating training
- Continuous Quality Improvement
- Advocating for volunteers
- Corporate Engagement Trends
- Supporting Fundraising Efforts
- Time Management
- Nonprofit Ethics

Please complete the attached proposal document and attach a current resume with at least one reference (with phone and email information) who can address your presentation skills. A letter of recommendation is also acceptable.

Preference will be given to presenters with professional credentials and/or certifications. Members of SAVMA will be given priority.

SAVMA does not provide honoraria or speaker fees. Handouts delivered electronically to the Membership Committee one week prior to the meeting will be printed by SAVMA; any handouts not delivered by the deadline will be the responsibility of the speaker.

Presenters representing companies that provide services for a fee to nonprofit organizations are permitted to bring promotional information, to be available to participants after the program concludes. **Sales statements and promotional material are not permitted during the presentation, but self promotion as a final slide are acceptable.**

Should your proposal be accepted for a 2017 SAVMA meeting, you will be notified via email by April 15, 2017. Should your proposal not be accepted, you will be notified of the decision and referred for future programming opportunities.

Please submit proposals by **April 5, 2017** to:

Gina Hansen
2017 Program Chair
savmatucson@gmail.com (subject line: SAVMA 2017 General Meeting Presenter)

Presentation Title:

Brief promotional description:

Learning Objectives & Participant Outcomes:

Presenter Name:

Credentials or Certifications:

Certified Volunteer Administrator? Yes No

SAVMA Member? Yes No

Title:

Company:

Address:

City, State ZIP:

Phone:

Fax:

Email:

Participant Skill Level:

New volunteer administrator (less than five years)

Midlevel (5-10 years)

Advanced (11-20 years)

Been there, done that (20 years +)

Availability for Presentation (all presentations are from 3:30-5:00PM at Habitat for Humanity)

Please check all that apply:

January 19, 2017

May 18, 2017

September 21, 2017

February 16, 2017

June 15, 2017

October 19, 2017

March 16, 2017

July 20, 2017

November 16, 2017

April 20, 2017

August 21, 2017

January 18, 2018

Please attach resume and one reference or letter of recommendation. Return proposal by April 5, 2017 to:

Gina Hansen

2017 Program Chair

savmatucson@gmail.com (subject line: SAVMA 2017 General Meeting Presenter)