

## **HBHRC Volunteers Program Proposal**

*The purpose of this proposal is to present opportunities to the community to support ad hocs, programs and projects in an unofficial capacity. Overall, this approach promotes community engagement and allows everyone an opportunity to get to know the HBHRC and what we do within the community.*

### **VOLUNTEER TYPES:**

1. General Volunteer – an HBHRC volunteer can assist in a variety of ways based on the needs of a few of our selected ad hocs and/or ongoing programs (see below).
2. A-Team (Advisory Team) Volunteer – this is ideal for a community member with a specific skill set who would assist with special projects, programs, ad hocs or directives from the City Council. This opportunity is ideal for professionals, former elected officials or community leaders with noted experience to assist with specific project-based ad hocs.

### **SELECTED AD HOCS OR PROGRAMS AVAILABLE:**

- **Community Engagement** - This program promotes volunteerism, observation, interaction and engagement opportunities within the community.
  - **Needs:** We need assistance identifying community events then having someone from our team or volunteers attend and report back to the HBHRC on opportunities to partner or engage with event planners.
- **Community Summit Ad Hoc** - This virtual event promotes listening as we collect and share stories from the community on a range of topics then invite panelists to discuss these topics.
  - **Needs:** We host this event once per year, possibly switching to every other year. We are always in need of someone who can help identify panelists, volunteer as a panelist, assist with gathering anonymous stories from community members, and assist with graphics, marketing and promotion for this event.
- **Cultural Cinema Showcase** - Featuring independent films from local and global filmmakers highlighting and celebrating different themes each cycle, held four times per year.
  - **Needs:** We are always in need of screeners to watch films and rate them. We use a web-based, user-friendly system. We also need assistance identifying and securing moderators and promoting the event.
- **Youth Voices HB** - This is an essay and art contest held each year open to all Huntington Beach students, youth residents and high schools in the HBUHSD. Essays and art submissions are received and decided by a team of professionals.
  - **Needs:** We need adjudicators to review submissions and school allies who can help promote from within the school.

## **PROCESS:**

Inaugural efforts would be rolled out in two (2) phases to promote an organic unfolding.

### **Phase One (6-9 months)**

- Over the past few months, we have received a number of requests via email from community members interested in volunteering for the HBHRC. We would begin with those individuals and also receive suggestions/prospective volunteers from existing HRC members.
- For this initial phase we will cap the total number at 30-35.
- We would send an email including a link for them to complete an online "Assessment" form rather than an application or enrollment form. This allows prospective volunteers an opportunity to tell us about their skills and preferences. This will be a simple form including information on the existing ad hocs/programs in need of assistance. This step in the process should be viewed as a "matching" exercise, rather than an interview.
- Once we have reviewed the assessment forms, we would invite prospects who match with our existing needs to a general, "meet 'n greet" Zoom session to meet with one or more of the executive officers.
- All "matched" prospects would complete a simple waiver form (see attached).
- We introduce them to ad hoc/program leads and from there, their main point of contact will be with that ad hoc/program lead from the HRC.
- We host a "Thank You" reception at the end/beginning of each year with certificates signed by our council liaisons or the mayor and chairperson.

### **Phase Two (3-6 months)**

- We assess our progress during Phase 1.
- We make our "Assessment Form" available on our city webpage.
- We make it clear that volunteers are received based on need and that not all skill sets will match availability or need.
- We create a form letter that goes out to everyone who submits an assessment form.
- We review assessment forms monthly and select a few individuals to call or email based on their "matching" compatibility with existing available opportunities.
- Once we have reviewed the assessment forms, we would invite prospects who match with our existing needs to a general, "meet 'n greet" Zoom session to meet with one or more of the executive officers.
- All "matched" prospects would complete a simple waiver form (see attached).
- We introduce them to ad hoc/program leads and from there, their main point of contact will be with that ad hoc/program lead from the HRC.
- We host a "Thank You" reception at the end/beginning of each year with certificates signed by our council liaisons or the mayor and chairperson.

### **ADDITIONAL CONSIDERATIONS:**

- At this time, a volunteer coordinator is not needed. Article IX, Section 9.3 of our bylaws indicate that the Secretary can oversee business correspondence. This falls within those guidelines.
- Additionally, the executive officers will work with and support the secretary. The goal is to avoid adding more work onto our staff liaison's plate but creating a system that we can manage internally.

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**Submitted by:**  
**V.C. Rhone, HBHRC Chairperson**  
**December 21, 2021**