



Volunteer Team Success

A Guide For PPAI Committees, Advisory Groups, Work Groups And Staff Liaisons

The PPAI volunteer community is where industry professionals engage to create and deliver educational content and resources, lead initiatives to help individuals grow professionally, all while building meaningful relationships and partnerships for success.

An Excellent

Member

- Is collaborative & well engaged
- Provides input & shares ideas
- Shares the speaking time with all members
- Commits to tasks & follows through
- Respects opinions of others
- Prepares for meetings & discussions
- Practices meeting etiquette
- Volunteers to lead projects & sub-groups

An Effective

Chair or Lead

- Is collaborative & inclusive
- Draws out opinions & ideas of all members
- Is a good communicator & listener
- Takes ownership & is decisive
- Delegates appropriately
- Is transparent
- Builds & maintains positive morale
- Drives the momentum

An Efficient

Board Liaison

- Provides Board perspective on group initiatives
- Delivers updates to the Board on the group's behalf
- Draws out opinions
- Recognizes opportunities
- Ensures Roberts Rules & legal instructions are followed
- Can fulfill the role of Chair if needed
- Helps with accountability
- Considers all perspectives & ideas to help make decisions

An Exceptional

Staff Liaison

- Partners with the chair to help manage the flow of meetings
- Helps provide direction
- Is a good listener & collaborator
- Helps with project management
- Helps with accountability
- Helps moderate calls/meetings
- Helps committee with focus & timeline
- Works with the Chair to prepare for calls/meetings
- Manages the budget, logistics & administration