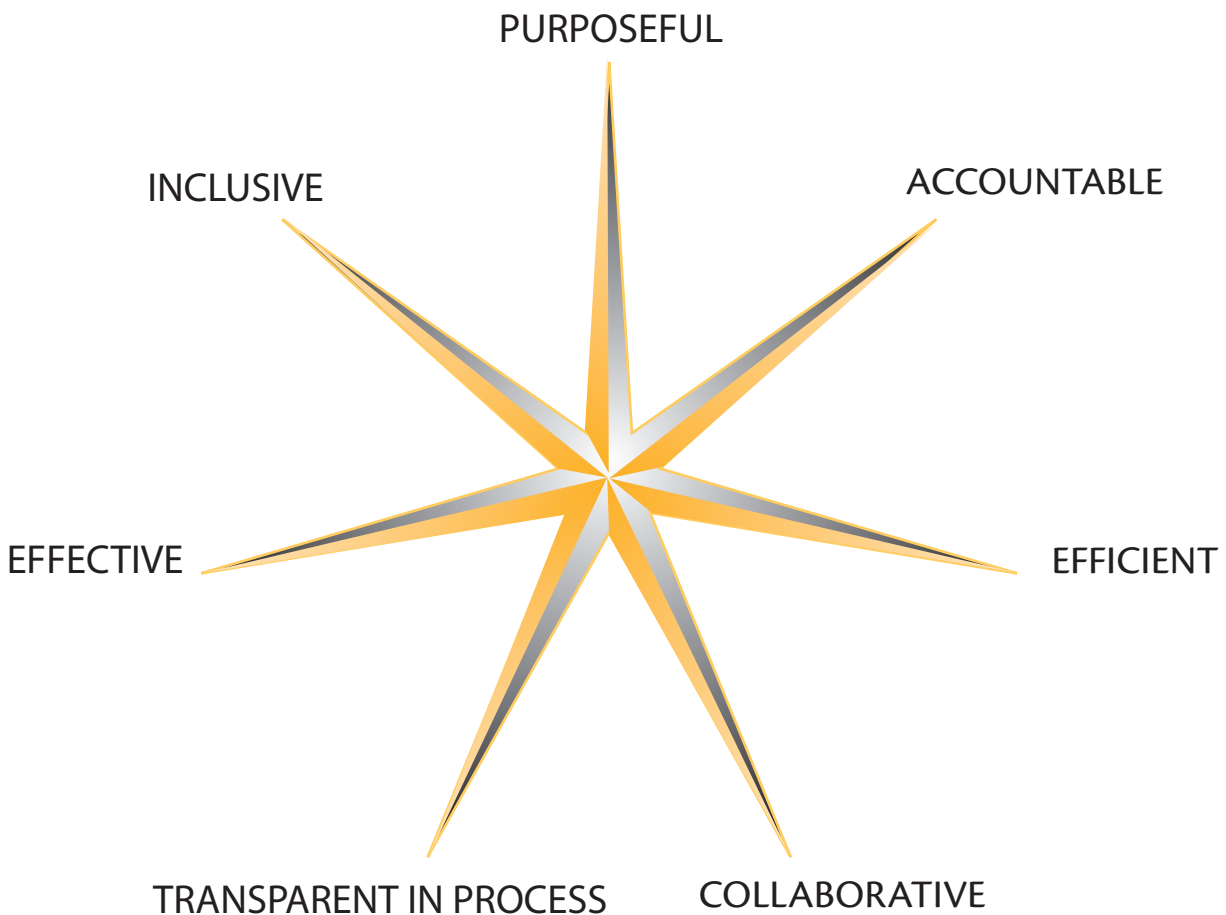


# DESIGN SPECIFICATIONS FOR APTA VOLUNTEER GROUPS AND OPPORTUNITIES



**Volunteer Group Functionality** – These design specifications optimize the ability of volunteer groups to support the work of the association.

- **Purposeful** – serves a needed purpose; is appropriately outcome/task focused
- **Accountable** – has clarity in roles and responsibilities of members, staff, and Board; provides feedback to participants
- **Efficient** – is flexible; matches structure of tasks and meetings to work need; does not waste time
- **Collaborative** – fosters collaboration and trust at all levels among members/staff/Board

**Volunteer Group Participant Selection** – These design specifications enhance the processes through which the association engages members in support of its work.

- **Transparent in process** – enables members to see how and why Board and staff make decisions, but activities that involve appointment decisions protect member confidentiality
- **Effective** – focuses on the right person, right time, right task; one size does not fit all
- **Inclusive** – allows choice of best possible volunteers across all necessary demographics, areas of expertise, etc; is not unnecessarily exclusionary