

Sample Prop. - VACS
MA

Skillsbank



Voluntary Action Center
United Way of Massachusetts Bay
87 Kilby Street
Boston, Mass. 02109
482-8370

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HOW TO PARTICIPATE ...

All agencies whose volunteer programs are registered with VAC are invited to participate at no cost.

1. An agency clearly defines how a professional volunteer might help.
2. An agency then submits an "Agency Request for Skillsbank Volunteer" form at least one month prior to beginning the task.
3. Skillsbank staff attempts to identify an appropriate volunteer.
4. The volunteer is referred to the agency for an interview. Sufficient time must be allowed to discuss the assignment, volunteer skills, agency's expectations. If there is agreement on the task, the volunteer is placed in that agency.
5. Agencies will be expected to:
 - provide agency orientation
 - assign appropriate personnel to work with the volunteer
 - keep a record of the volunteer's time on the task
 - consult Skillsbank staff should problems arise
 - notify Skillsbank staff of changes in status of the volunteer and when the assignment is complete
 - complete the program evaluation form



Non-Profit Organization
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THE SKILLSBANK IS

- corporate personnel who are *volunteer consultants to not for profit agencies* in the Massachusetts Bay area.
- a free service for agencies registered with the Voluntary Action Center to help them *improve management effectiveness*.
- a program which matches corporate volunteers having *specific skills* with agencies needing *technical assistance*.

The SKILLSBANK makes it possible for agencies which are registered with VAC to benefit from the technical skills, talents, and knowledge which corporate volunteers can effectively bring to bear on problems facing not for profit organizations.

Voluntary Action Center ...

The Voluntary Action Center (VAC), a service department of the United Way of Massachusetts Bay, has been promoting volunteerism since 1926. Today, VAC receives over 2,000 calls annually from individuals who are interested in helping others, improving their skills, or sharing in the well-being of their community through volunteering in over 500 Boston area not for profit agencies and organizations listed with VAC.

Additional VAC programs include training for volunteer coordinators, recognition for high standards of management of volunteer programs, the Student Volunteer Resource Center (co-sponsored with the Massachusetts Internship Office), annual volunteer recognition awards ceremony, and the corporate volunteer development program.

TECHNICAL ASSISTANCE AVAILABLE



Accounting/Financial Management

- audit preparation
- automation feasibility studies
- banking/loans/investments advice
- bookkeeping systems design
- budget development
- cash (flow) management
- cost analysis/accounting
- financial planning
- payroll management
- tax preparation and consultation



Facilities Management

- computer usage/word processing
- energy audits
- equipment analysis
- food service
- insurance coverage analysis
- maintenance plan design
- safety/security planning
- space utilization design



Personnel Management

- affirmative action plans
- benefit plans
- grievance procedures
- insurance pensions
- job descriptions
- performance appraisals
- personnel policy development
- salary administration
- staff training



Board of Directors Candidates



Marketing/PR Planning

- advertising/promotion development
- graphics design for
brochures, flyers, awards,
recognition
- market analysis/needs assessment
- media utilization
- printing/typesetting
equipment consultation
- speakers bureau development