



Handbook for Thriving Groups



A Chair's Guide
2011

Table of Contents

Organization

- Leadership of Your Group.....3
- Board Liaisons-How They Can Help You3
- Group Meetings3
- Navigating the STFM Governance Structure4

Projects

- Surveys using CAFM Educational Research Alliance (CERA)5
- Group-created Manuscript Submissions to *Family Medicine*6
- Group Presentations7
- Funding for Projects7

Communications

- Reports to the Board10
- Group Highlights in the STFM Annual Report.....10
- Group Pages on STFM Web Site11
- Member Profiles11
- STFM Resource Library—*Wikis, Resources, and Listserves*.....12
- *STFM Messenger* and Social Media13

Helpful Hints

- Running a Successful Meeting14
- How to Create Rewarding Experiences for Group Members15



Leadership of Your Group

Developing a formal process for recruiting leadership for your group will help maintain consistent progress for your group. Many active groups use the three-tier (chair, chair-elect, and past chair) or second-tier (chair and chair-elect) leadership models. This rolling leadership approach offers great continuity to the activities of the group and helps increase productivity. As a means to develop future STFM leaders and give as many individuals as possible an opportunity to serve in this STFM leadership role, many groups elect new officers each year. The STFM Board encourages groups to elect new chairs at least every 2–4 years. Groups should notify STFM staff of leadership changes as soon as possible.

STFM Board Liaisons—How They Can Help You

Each group is appointed a liaison from the STFM Board of Directors. This individual serves as your connection to the STFM Board of Directors. Keep your STFM Board liaison informed of all group activities, especially those that you wish be discussed at the Board level.

Your Board liaison is the source of information on STFM policies and process. Be sure to keep him/her advised of all activities and communications. The liaison will present group requests to the Board and bring back to the group any feedback from the Board's discussion.

Find Your Group's Board liaison by visiting your Group page at www.stfm.org/group/index.cfm.

The Board liaison helps:

- Facilitate communication between the group or committee and the Board
- Report group activities and decisions to the Board
- Present action items to the Board as requested by the group or committee
- Communicate Board decisions or concerns to the group or committee
- Interpret STFM policies to the group or committee
- Attend group meetings as possible

Group Meetings

Meetings of STFM groups are generally scheduled in conjunction with other STFM meetings, unless there is funding available for separate meetings. The best opportunity for your group to meet is at the STFM Annual Spring Conference. As group chair, you will be contacted in advance of the Annual Spring Conference with availability of time and space for meetings. Work with your group leadership team to determine the best meeting times for your group and designate one group leader to be the contact for STFM staff for logistics/meeting information. All group meetings are listed in the annual meeting program or the addendum distributed at the meeting.

To sponsor an independent, freestanding workshop, seminar, or educational meeting, the chair should first contact the appropriate Board liaison and the STFM executive director. They can give advice and guidance on the feasibility of a meeting, availability of staff support, fiscal arrangements, and promotion and administration. A few groups have sponsored meetings in the past, with mixed success. While this is an appropriate activity for a group, it should be explored in considerable detail before moving ahead. Final approval for such a meeting rests with the Board of Directors.

Organization

STFM Governance Structure

Board of Directors

President
 President-elect
 Immediate past president
 Secretary-treasurer
 Council of Academic Representatives (2)
 Members at Large (3)
 Resident Representative
 Student Representative
 Standing Committee Chairs (6)
 Foundation Representative
 Executive Director

The Nominations Committee is responsible for selecting candidates who will run for STFM office.

The call for nominations is published in the August *STFM Messenger*. Self nominations are welcomed!

Committees

- Academic Family Medicine Advocacy Committee**—monitors and advocates STFM positions to appropriate government agencies
- Communications**—oversees *Family Medicine*, the STFM Resource Library, *STFM Messenger*, and policies related to communications and STFM awards
- Education**—plans the Conference on Medical Student Education, oversee the Medical Student Education Directors Development Institute, Education Column in *STFM Messenger*, and the Academic Track
- Membership**—reviews and develops membership promotions and programs and monitors member's needs
- Program**—plans the Annual Spring Conference
- Research**—oversees research offerings for the annual meeting, manages CERA, and promotes the continued development of researchers and research to support the discipline

Each committee member serves a 2-year term that is eligible for one additional term.

Other Ways to Get Involved

- Other liaison activities:**
 - Alliance for Clinical Education representative—from the STFM group on MSE
 - Center for History of Family Medicine representative—appointed by STFM president
 - WONCA Rep—board appointee
- Task forces/Subcommittees**—created as the need arises. Current task forces include the Family Medicine Clerkship Curriculum Implementation Task Force, The Resident Competency Measurement Task Force, and the Emerging Leaders Subcommittee.
- Publication reviewers**
 - Family Medicine* Editorial Board
 - Family Medicine* reviewer
 - STFM Resource Library Editorial Board
 - STFM Resource Library reviewer
- One-time leadership roles:** Annual Spring Conference reviewers, dine-out leader, *STFM Messenger* Education Column author, community service project coordinator

For details:
www.stfm.org/about/leadership/howto.cfm

Groups

Abortion Training and Access	Health Policy and Access	Online Cases
Addictions	Hispanic/Latino Faculty	Oral Health
Adolescent Health Care	HIV/AIDS	Osteopathic Family Medicine
Behavioral Science	Hospital Medicine and Procedural Training	Pain Management and Palliative Care
Care of Infants and Children	Immunization Education	Patient-centered Medical Home
Community Medicine	Information Technology	Pharmacotherapy
Deans Associated With Family Medicine	Integrative Medicine	Physician-Patient Interaction
Disabilities	Learners in Academic Difficulty	Public Health Education
Ethics and Humanities	Learner Portfolios	Residency Education
Evidence-based Medicine	Lesbian, Gay, and Bisexual Health	Rural Health
Faculty Development	Medical Education Best Practices & Research	Senior Faculty
Family-centered Maternity Care	Medical Student Education	Spirituality
Family in Family Medicine	Medical Student Ed Academic Coordinators	Student-Run Free Clinics
Family Medicine Pipeline	Minority and Multicultural Health	Teaching Research in Residency
Genetics	Musculoskeletal Education/Sports Medicine	Violence Education and Prevention
Geriatrics	New Faculty in Family Medicine	Women in Family Medicine
Global Health	Nutrition Education	

Exist to allow members to work with others on areas of mutual interest.
 Many groups elect new leadership annually or bi-annually.
 Some groups have selected steering committees (eg, Medical Student Education).
 How to Form a New Group: www.stfm.org/group/index.cfm.

Group Surveys for Purposes of Publishing

Surveys are often part of a group's collaborative projects. Many groups aspire to publish the results of these surveys. STFM, along with the other Council of Academic Family Medicine Organizations, has created the **CAFM Educational Research Alliance (CERA)** as a means to help focus and support medical education research efforts of the discipline.

CERA is intended to

- Increase published research and scholarly activity among members of CAFM organizations by providing infrastructure and consultation.
- Improve the process for surveying constituents with better questions and fewer surveys.
- Facilitate scholarship by creating a clearinghouse of data that CAFM members and their residents can access. CAFM members will have access to a variety of data sets collected through CERA for analysis for studies. This provides residencies with a free resource that their residents may access to meet their Review Committee scholarship requirement.



How Does CERA Work?

One commonly used strategy for conducting educational research in family medicine is surveys. Unfortunately, many of these surveys are not planned in a way that their results will lead to a peer-reviewed publication. Many community-based residency faculty don't have the resources and/or mentoring available to them to conduct high-quality educational research studies. A benefit of CERA is that institutions that are not blessed with a strong research infrastructure or experienced investigators can receive help in moving from an idea to potential publication.

In addition to helping to collect data, CERA will help to facilitate scholarship by being a clearinghouse of data. CAFM members will have access to a variety of data sets collected through CERA for analysis for studies. CERA will conduct one survey per year of each of the following constituent groups: family medicine department chairs, family medicine residency directors, clerkship directors, and behavioral science directors.

Each survey will be an omnibus survey in that data on multiple subjects may be collected in a single instrument. The surveys will contain a set of recurring questions and sets of other questions related to specific research questions. A set of recurring questions will be used in each of the annual surveys to provide data for historical comparisons. Survey questions on various research topics would be integrated into the omnibus survey by adding them to the recurring questions.

STFM groups that submit specific questions for study would be given 3 months to analyze the data from the survey prior to release of the data to the general membership. This gives the investigators time to write a paper, yet a 3-month window is also short enough that it will encourage timely write ups of results. Data will be collected through STFM and housed at STFM under the oversight of CERA.

To find out how to get your group's research project questions to be part of the next CERA survey, to learn more about the timing and processing of proposals for new content, and to explore funding opportunities, visit www.stfm.org/initiatives/cera.cfm.

CERA MISSION

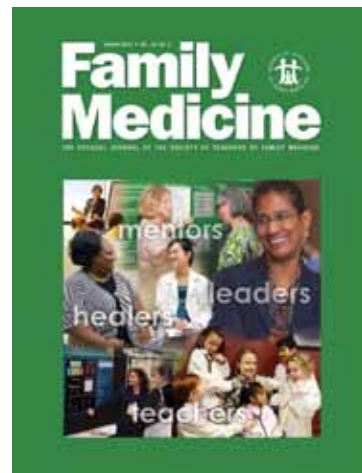
The mission of CERA is to set within family medicine a standard for medical education research that is rigorous and generalizable, to provide mentoring and education to junior researchers, to facilitate collaboration between medical education researchers, and to guide the specialty by providing leadership and vision in the arena of medical education research.

Projects

Group-created Manuscript Submissions to *Family Medicine*

STFM Groups occasionally produce manuscripts for publication in *Family Medicine* that are intended to serve as official reports of the group. The types of documents to which this policy applies include, but are not limited to:

- Consensus reports
- Practice or curricular guidelines
- Recommend core curricula
- Position statements
- Recommendations for research or other programmatic priorities



Manuscripts must conform and be submitted according to procedures outlined in the journal's instructions for authors, which are published on the STFM Web site at www.stfm.org/fammed.

The manuscript should include a list of all members of the group that participated in developing and writing the manuscript and be accompanied by a cover letter, signed by the chair and cochair(s) of the group that include the:

1. required statements outlined in the instructions for authors.
2. statement that the manuscript is being submitted as an official report of the group.
3. statements that the content of the report has been approved by, and represents the official viewpoint of, the group. In the event that approval of the manuscript as an official report was not unanimous, the cover letter should identify the number and percentage of members that did and did not approve.

Group-created manuscripts will be sent for independent peer review, using the journal's routine review process. After considering comments from the reviewers, the editor will make a determination about whether the manuscript should be accepted, rejected, or returned to the authors for revision, resubmission, and reconsideration.

Manuscripts deemed unsuitable for publication will be returned to the author, and no further action will be taken. Manuscripts deemed suitable for publication (before or after revision) by the editor will be forwarded to the STFM Board of Directors for review and approval as a document from the group.

Examples of Group-created manuscripts are available at:

<http://www.stfm.org/fmhub/fm2009/june/barbara398.pdf>

<http://www.stfm.org/fmhub/fm2008/June/Naomi417.pdf>

Group Presentations

Preconference Workshops: If your group has a timely subject it would like to provide a longer program than the regular conference format allows, you might consider submitting that topic as a preconference workshop. Preconference workshops are select, high-quality, interactive sessions usually offered prior to the official start of an STFM conference. Submissions for this format are accepted through the regular Call for Papers process. Preconference workshop slots are very limited. If your preconference workshop submission is accepted, STFM will charge a registration fee to help cover the costs of materials, audio/visual equipment, room rental, administration, and refreshments.

Funding for Group Projects

Typically, funding for STFM group activities is limited. As a result, group members frequently obtain funding or other support from their home institutions.

Some group activities have been funded through the STFM budget, through contracts with the federal government, through foundation grants, or through special budgets. When funding is available, the funds are administered through the STFM office in accordance with policy or the terms of a contract or grant.

Limited funds are also available through a group fund, which operates within the following guidelines:

1. To submit a request for Society funds, a group must have on file approved goals and objectives for the current year.
2. Groups may apply for assistance by submitting a one-page proposal letter and budget to the appropriate Board liaison for initial approval.
3. Requests for support will be reviewed by the Board liaison and forwarded with comments to the Executive Committee for review at the quarterly meeting following the request.
4. The amount requested by a given group may not exceed \$300 per fiscal year.

Group Project Fund

The STFM Group Project Fund, supported by the STFM Foundation, was established to promote and support innovative educational projects proposed by STFM groups. This fund encourages STFM group members to collaboratively plan, develop, implement, evaluate, and disseminate findings from educationally related scholarly projects that benefit group members, STFM, and the discipline of family medicine.

The STFM Foundation sets aside up to 50% of the undesignated net proceeds of each annual giving campaign to fund these projects. Request for proposals will be sent annually via e-mail to STFM group chairs in October.

Here is an example of a completed application of a successfully funded Group Project.

For details on funding levels and application requirements, visit www.stfm.org/fnd/group-proj.cfm.

Example of Funded Application for the Group Project Fund

STFM Foundation Group Project Fund Application Form

Project Title: The SAGE Project: Assessing the **S**ocial **A**ccountability of **G**lobal Health Experiences. Do Global Health Tracks During Family Medicine Residency Increase the Likelihood of Underserved Care?

Name of the sponsoring STFM Group:

The name(s) of the sponsoring STFM Group's chair/co-chairs: Rebecca Malouin

- Please verify that the chair of the STFM Group listed above has approved the project and tasked the Principal Investigator, who is a member of the group, to coordinate and submit the proposal by checking one of these blocks:

Yes No

Project Principal Investigator

Name: Winston Liaw

Department/Program Address:

Virginia Commonwealth University, Department of Family Medicine
4155 Timber Log Way

Fairfax, VA 22030

Telephone Number: 703.786.7997

Fax Number: 703.264.9861

Email Address: winstonliaw@gmail.com

Project Co-Investigator 1 (if present):

Name: Andrew Bazemore

Department/Program Address:

Robert Graham Center

1350 Connecticut Avenue, NW Suite 201

Washington, DC 20036

Telephone Number: 202.331.3360

Fax Number: 202.331.3374

Email Address: abazemore@aafp.org

Project Co-Investigator 2 (if present):

Name: Imam Xierali

Department/Program Address:

Robert Graham Center

1350 Connecticut Avenue, NW Suite 201

Washington, DC 20036

Telephone Number: 202.331.3360

Fax Number: 202.331.3374

Project Summary (maximum 200 words):

Given that an influx of newly insured will likely exacerbate current physician maldistribution, residencies will soon be evaluated on their ability to produce physicians for shortage areas. Global health tracks (GHTs) may be one way for residencies to expose trainees to underserved care. Surveys indicate GHT participants have increased interest in underserved care, but no studies have assessed whether participants are more likely to practice in policy-relevant geographies of underservice.

We have identified two deficiencies within the global health education research:

- 1) Research is lacking on whether there is an association between GHT participation during family medicine residency and underserved care
- 2) The existing literature has not been recently summarized

To address these deficiencies, the SAGE project will:

- 1) Identify five residencies with well established GHTs and provide them with reports on whether their GHT participants are more likely to practice in underserved areas. Using the American Medical Association Masterfile we will calculate the percentage of their participants compared to non-participants working in health professional shortage areas, medically underserved areas, rural areas, and areas of dense poverty.
- 2) Create an evidence summary document that can be used to inform curricular decisions.
 - Funding Period: (check one) One Year Two Years
 - (Note: Funding period is March 1 – February 28)

Detailed Project description (800 words):

Rationale: includes citations of relevant literature and describes how the project relates to the Group’s goals, STFM’s mission, and the discipline of Family Medicine:

As global health (GH) training expands, Group on Global Health (GOGH) members are seeking to demonstrate the value of such training given budgetary constraints¹⁻³. While research suggests increased interest in underserved care, no studies have assessed whether global health track (GHT) participants are more likely to practice in policy-relevant underserved geographies though such tracks can prepare them for underserved medicine⁴⁻⁸. Physician maldistribution is a persistent problem that has been perpetuated by medical education and will be exacerbated by the Affordable Care Act⁹⁻¹⁰. Medical schools are ranked according to their ability to produce shortage area physicians, and residencies will be held to similar standards¹¹⁻¹².

Despite an expanding literature, GH education research has not been reviewed since the late 1990s and is not synthesized in a manner that can be used to inform curriculum. The SAGE project addresses two deficiencies:

- 1) Residencies lack the analytic capacity to assess whether their GHTs are associated with underserved care
- 2) GOGH members lack a current synopsis of the existing evidence

The Society of Teachers of Family Medicine (STFM) will be strengthened by the publication of social accountability reports and a synopsis of the existing evidence.

Complete Sample Application is available at www.stfm.org/fnd/group.proj.cfm

Communications

Reports to the Board

Several written communications are required each year from STFM groups. These reports keep groups focused, help with completing new projects, and serve as useful information to the members of the groups, to the STFM Board, and for prospective members.

Each group must have a set of goals developed by the members of the group. These goals should be reviewed annually and tied to the Society's Core Purpose. The goals and related objectives should provide direction for the group and allow the Board to measure the effectiveness of the group. Goals must be submitted to the Board for consideration at the summer Board meeting.

In addition to annual goals, each group is asked to submit a written progress report, through its Board liaison, for each Board meeting. These meetings occur four times a year— (1) in the spring at the Annual Spring Conference, (2) in July/August, (3) in October/November, and (4) at the Conference on Medical Student Education in January.

The progress reports should contain information about current and projected activities of the group. Any item to be considered for action by the Board should be clearly identified and the specific action requested. Items that need Board approval include goals and objectives, surveys, requests for outside funding, manuscripts developed by the group, sponsored workshops or meetings, curricular items, and formal liaisons with outside organizations.

Group Highlights in the STFM Annual Report

In addition, each group has the opportunity to share information about its activities through the Society's Annual Report. This report may include activities and accomplishments over the past year.

Visit the Publications Section of the STFM Web site and click on Annual Report to see examples of past reports. STFM staff will request this information from the group chair (due in February) for the prior year's activities.

BOARD REPORTS

In summary, groups are responsible for the following written reports to the Board on an annual basis:

- (1) Group goals (tied to the STFM Core Purpose and submitted for consideration at the summer Board meeting)
- (2) Four written progress reports about current or projected activities (submitted prior to each Board meeting)

Group Pages on STFM Web Site

Each STFM group has a designated page on the STFM Web site that houses information about the group's goals, activities, leadership, and members, as well as ways to contact group chairs and group members both individual and through the group's listserve. This page allows your group to communicate with members and other interested individuals. If you have links to group projects or additional information you'd like to see included on your group page, contact Traci Nolte at tnolte@stfm.org.

All group pages can be accessed by visiting www.stfm.org/group/index.cfm

Conferences & Education
Groups & Initiatives
Advocacy
Member Resources
Publications
Foundation

Groups & Initiatives

Medical Student Education

The Group on Medical Student Education's mission is to provide for the organization, collaboration, and representation of all medical student educators in promoting the advancement of family medicine. The group specifically works to (1) create a network for collaboration, liaison, professional development, and mutual support for medical student educators, (2) provide liaison, consultation, and expertise to appropriate organizations and institutions, and (3) it will strive to develop a repository of validated sources and information to enhance the administrative, educational, and research goals of medical student educators.

The Steering Committee of the Group on Medical Student Education will oversee, coordinate, and support the activities of the Group on Medical Student Education and will serve as a resource to STFM on medical student issues. Three members of the Steering Committee are elected each year by the group membership and serve a term of 3 years. The Steering Committee currently oversees three working groups: writing, research/survey, and communications.

Join This Group

Find Members of the Group

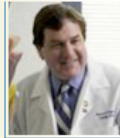
Join the Group's Listserve

The FM-PDN listserv is restricted to directors of medical student education; however, directors may nominate 1-2 additional individuals from their institutions to participate in the FM-PDN listserv. To subscribe: send an e-mail message to Vince WinklerPrins, MD at viv6@georgetown.edu


Group chair
[David Power, MD, MPH](#)

STFM Board Liaison
[Sam Cullison, MD](#)

Why I am a Group Member:



"I've greatly benefited from meeting others from all over the country who share similar questions, concerns, and interests. I am grateful that so many leaders of family medicine have welcomed me so warmly and looked to show me their expertise and art."—*Richard Colgan, MD, University of Maryland.*



"I am a member of several STFM groups but this one is closest to my heart. I would encourage any faculty member who teaches medical students to become involved. You will find a wonderful group of supportive friends and colleagues."—*Allison Dobbie, MD, ChB, University of Texas, Southwestern.*

Member Profiles/Testimonials

STFM is collecting member profiles and testimonials to use throughout the STFM Web site (see example above). Promote to your current and new members that by providing member profiles/testimonials the group can connect with others with similar interests. Submit member profiles/testimonials to Matt Merrigan at mmerrigan@stfm.org.

Communications

STFM Resource Library (FMDRL)

The STFM Resource Library (www.fmdrl.org) has more than 2,200 resources available for family medicine educators. The Resource Library also provides each STFM group with a collaborative work area of its own. The work area includes group resources, a listserv/discussion forum, and the ability for interactive Web spaces for collaboration on curricula and other projects.

Resources

STFM encourages all STFM groups to upload your best resources. Do you have a great assessment tool, curricula, or online app that you know other family medicine educators would find valuable. Upload it today by going to www.fmdrl.org.

Webspaces

The Webspaces within the STFM Resource Library provide groups with a collaborative work area. Groups develop curricula, information sites, and more using these online Webspaces (sometimes called Wikis) Some great examples to explore are:

Behavioral Science Basics Wiki: www.fmdrl.org/3015

Family Medicine Research Wiki: www.fmdrl.org/1563

Women in Family Medicine Wiki: www.fmdrl.org/2357

Listserve

Many groups communicate through their group listserves. Within the STFM Resource Library, each group has available a "group discussion/ mailing list" that can be found by visiting the group Web pages listed at <http://www.stfm.org/group/index.cfm>. These listserves archive past conversations and allow individuals to subscribe/unsubscribe to particular discussion threads.

The screenshot displays the STFM Resource Library interface. On the left, under "Group WebSpaces:", there is a search bar for "Women in Family Medicine Network" with "Edit" and "Remove" options. Below this is the "Group Resources:" section, which contains a table of resources. On the right, under "Group Discussion/Mailing List", there is a text box for posting and a "Recent threads:" section with a table of discussion threads.

Type	Title	Author	Status	Rating	Last Updated
Resource to Share	Family Medicine Office Protocol for Management of Abnormal Pap Smears	Gina G. Glass MD	Screened		11/23/09
Resource to Share	Wonca Working Party on Women and Family Medicine	Lucy Candib MD	Screened		07/21/09
Resource to Share	Women in Family Medicine Wiki	Traci Nolte	Screened		05/28/09
Conference Materials	Educating Women about IUDs	Linda Prine MD	Screened		12/26/08
Conference Materials	21st Century Well Woman Exam	Honor MacNaughton	Screened		12/26/08
Conference Materials	Teaching Contraception: An Update	Norma Jo Waxman MD	Screened		05/12/08
Conference Materials	The Healthy Physician	Sarina Schrager MD	Screened		05/07/08
Conference Materials	Writing-in-connection: a writing workshop for women in Family Medicine.	Lucy Candib MD	Screened		02/11/08

Title	Last Reply
physician salary gap	4/15/11 5:00 PM
call for 55 word stories	4/1/11 8:56 PM
It's not too late to sign up for the GOW preconference.	3/21/11 7:15 AM
Fwd: Authors Needed for FP Essentials Manuscripts	2/8/11 7:30 PM
articles on women physicians' salaries	2/6/11 7:00 PM

Communications

STFM Messenger

The *STFM Messenger* is the official news publication of the Society of Teachers of Family Medicine. It is sent out twice monthly to STFM members. Groups are welcome to submit content for consideration. In addition to group-generated submissions, STFM seeks news about the group and its members, including projects, meetings, and member accomplishments. To submit news or to visit about possible story ideas, contact Traci Nolte, CAE, at tnolte@stfm.org.

Social Media

STFM is now communicating with members through Facebook and Twitter. Encourage your group members to find/follow us through these online vehicles for STFM news. Share your thoughts, stories, questions, and ideas. You can help lead the conversation on family medicine education.



Helpful Hints

Tips for Holding a Productive Meeting

Outside of general relationship building, consider that there are only three functional purposes for having a meeting:

1. To inform and bring people up to speed.
2. To seek input from people.
3. To ask for approval.

Use this as a filter to determine why you are having a meeting and explain that purpose to your audience. Your meetings may often cut across multiple objectives but forcing yourself to clarify the agenda into these three purposes can result in more effective meetings.

Consider a meeting that sets its agenda goals along the lines of: "I want to bring you up to speed on these two things; I need input on this item; and finally I would like to seek your approval on these outstanding issues." That's it — a simple three purpose meeting rule that frames the goals of the meeting from the perspective of the meeting participant.

What are common things that go wrong during a meeting?

- People arrive late or leave early, disrupting the flow of the meeting and/or missing important agenda items.
- Participants whisper and disturb the meeting either intentionally or because they are not focused.
- One participant dominates the meeting and infuriates everyone else.
- The group gets stuck or confused, focusing on a small part of the issue at hand or repeating the same point over and over.
- The group runs out of energy or simply falls silent.
- A group or individual commandeers the meeting and focuses on an off-agenda item.
- Members of the group disagree to the point of real, angry conflict.



How to Create Rewarding Experiences for Group Members

Choose Appropriate Projects That Matter

Think about what matters to your group members. By identifying what is important to them, you'll increase their drive to participate. Group members feel good about their involvement and you will build a stronger group.

Consider the Skills of Each Group Member

When choosing individuals to volunteer for group activities, seek out those personal strengths of each group member and build your teams accordingly. Is someone highly organized? Good at writing? A great evaluator? Tap into those individual strengths to achieve a collective success.

But don't forget that many individuals join groups to build new skills as well, so pairing them with a seasoned expert will help get the job done effectively and efficiently while providing group members added skills and a rewarding volunteer experience.

Don't Let Group Members Over-Commit.

Recruit multiple group members to handle necessary tasks so that individuals do not feel overwhelmed and ineffective. By increasing involvement, it promotes inclusivity and leaves group members time to enjoy the activity.



