



## Virtual Volunteer Role Assessment

Use these questions to assess whether the role is **strategic**, **attractive**, and **viable** as a virtual opportunity. This form is designed to guide conversations among staff and volunteer leaders who are requesting new volunteer positions or seeking to adapt current roles for virtual to ensure that everyone involved has capacity to support volunteers in the proposed virtual role.

If you cannot answer all of these questions satisfactorily, your organization may not be ready to implement the position particularly as a virtual role.

### Is the role strategic?

1. What is the difference that this volunteer role will make?
2. What tasks would an individual in this role do?
3. How would this role help your organization, program, or committee achieve its priority goals?
4. When does the work have to be completed? (Not just the deadline by which the work should be completed, but does the work need to happen during traditional work hours, or can it be done during evenings or weekends?)

### Is the role attractive?

1. Would a volunteer find this work meaningful?
2. Would a volunteer find this work enjoyable?

### Is the role viable virtually?

1. Can the work be completed offsite (and if so, where)?
2. What resources would be needed for the volunteer to complete this work remotely? (Consider technology, access to information or data, equipment, transportation to a remote location, funds, etc.)
3. What skills would the volunteer need to be successful? (Consider not only skills related to the volunteer tasks, but also the communications and/or technology skills to do the work remotely.)

4. Are there additional or different security measures to mitigate risks of completing the work offsite?
5. Does the organization have the resources and training capacity to equip the volunteer for success?
6. Is there an employee or volunteer leader who has capacity to train and support volunteers in this role?
7. Which policies may need updating to accommodate virtual volunteering? (Consider risk management and information systems policies regarding which types of work require organization-issued computers with the organization's cyber security systems installed, which types of work can be conducted on personal devices but with a log in, and which types of work are publicly accessible. Consider also volunteer tracking and recognition systems to ensure that the work done virtually is meaningfully tracked and appropriately recognized.)
8. Does the volunteer handbook need updating to include virtual volunteering? (Consider whether there is a confidentiality policy, a social media policy, etc. Such policies would benefit not only virtual volunteers but all who engage as volunteers with your organization.)