

*The Forum for Volunteer Administrators began as an association of Greater Cleveland volunteer directors in the 1940's. Through the years FVA has been affiliated with several area organizations including the United Way and the Business Volunteerism Council (now Business Volunteers Unlimited). In 2002, FVA incorporated as an independent not-for-profit organization in order to better serve the growing profession of volunteer administration and was granted 501(c)(3) status by the federal government.*

**FVA is Northeast Ohio's professional association for Volunteer Administrators**

## Member Advantage

FVA membership provides an opportunity to dialogue with colleagues in the field of volunteer administration, to explore and advocate for best practices and to actively participate in a network of support. Join this dedicated group of professionals to share knowledge and gain expertise.

### Consider joining if you:

- work in the volunteer administration field
- have an interest in volunteer leadership
- are a faculty member guiding students in community service programs
- represent an agency establishing a new volunteer program
- fund volunteer programs
- represent a specialized volunteer association
- oversee a program with volunteer participants

### FVA membership benefits include:

- FVA Professional Development programs and roundtables at special member rate
- quarterly Volunteer Messenger newsletter
- networking opportunities
- annual membership directory
- consultation with colleagues
- increased professional visibility and credibility
- discounts from select partnering organizations
- annual meeting voting rights
- a role in the future of volunteerism and its administration

*"After attending FVA programs I always have so much to take back to the office with me."*

-Volunteer Administrator, Family Services

*"I really like when we can share and learn from one another in open discussion."*

-Volunteer Director, Nonprofit agency

*"I am excited to have this resource and opportunity to network with others in the field."*

-Volunteer Coordinator, Public Library

## Types of membership:

### Individual membership:

Full Member	\$40
Student, Retired Professional or National Service Member	\$20

### Organizational membership:

Includes all member benefits for up to \*three individuals from an organization (\*to enlist more than three people, add \$10 per additional member). \$80

### Annual Membership: January 1- December 31

**Please detach & mail application to:**  
**Forum for Volunteer Administrators**  
**P.O. Box 1878**  
**Cleveland, OH 44106**

*Check or money order made out to Forum for Volunteer Administrators*

## FVA Membership Application

Sign up for:

- Full Member \$40
- Student, Retired, or National Service \$20
- Organizational membership \$80 (up to 3 individuals, add \$10 per additional member)

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Street \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Work phone \_\_\_\_\_

Fax number \_\_\_\_\_

E-mail \_\_\_\_\_

### Additional Organizational Members

Name \_\_\_\_\_

Title \_\_\_\_\_

Work phone \_\_\_\_\_

Fax number \_\_\_\_\_

E-mail \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Work phone \_\_\_\_\_

Fax number \_\_\_\_\_

E-mail \_\_\_\_\_

**Take your membership to  
the next level by joining  
an FVA committee**

*the next level*

**Membership Committee** ■

The Membership Committee promotes, recruits and retains FVA membership.

**Finance Committee** ■

The Finance Committee maintains the budget, assures FVA records are audited yearly and investigates avenues for fund-raising.

**Governance Committee** ■

The Governance Committee recruits and orients board members, monitors the strategic plan, and governs FVA by-laws.

**Communications Committee** ■

The Communications Committee manages all FVA communication to ensure members receive information pertaining to FVA and volunteer administration.

**Professional Development Committee** ■

The Professional Development committee assures that FVA members have access to programs, events and services which will enhance their skills as managers of volunteers.

Professional Development

*growth*

FVA Professional development programs are designed to enhance the skills of volunteer administrators by exploring best practices and utilizing the knowledge of experts in the field. Our focus is on providing skill-building information that can be immediately incorporated into any volunteer program. The opportunity to share with colleagues is an integral part of every roundtable and workshop.

***FVA provides the specialized training and programming that volunteer administrators need.***

**Topics have included:**

- *Effective Volunteer Program Policies: Getting on the Same Page*
- *Bringing in the Baby Boomers*
- *Breaking Down Barriers: Making Diversity Work*
- *By the Book: Incorporating Human Resource Practices into your Volunteer Program*
- *Buiding it Correctly: The Key Components of a Successful Volunteer Program*
- *HIPAA: How Privacy Laws Impact Volunteer Programs*
- *Keeping Up: Making the Most of Computer Technology in Volunteer Management*
- *Volunteer and Staff Collaboration: A Pivotal Relationship*

FVA works for you  
by promoting  
the profession!

*visibility*

**Certificate Program**

A series of classes offering a comprehensive, in-depth study of key areas in the administration and management of volunteer and non-profit programs.

**Administrator of the Year Award**

Annual recognition of a volunteer manager/administrator who serves as a model of professional excellence in the field.

**Colleague Connection**

An opportunity to connect with peers for professional growth and development or to help enhance volunteer management skills in others.

**Conference**

A local day-long learning and networking opportunity.

**Web page**

The latest, up-to-date FVA news right at your fingertips featuring **Colleague Connection** where you can ask questions or offer advice.

**Newsletter**

Produced quarterly to keep members informed of current regional and national trends in volunteer management.



*Providing mutual support, continuing dialogue and professional development opportunities for those involved in the leadership and management of volunteers*

To receive more information about joining a specific committee, place a check in the box next to its title.

[www.fvaohio.org](http://www.fvaohio.org)