



## **Best Practices Service Unit Teams**

- Ensure all Tier 1 positions are filled.
- Tier One positions should be held by different volunteers (excluding Fall Product and Cookie Program).
- Fill as many Tier Two positions as possible to bring the most value to the Service Unit.
- Meet as a team in June, July or August to work on the Service Unit Plan of Action and complete the Calendar of Work for the upcoming membership year.
- If only planned through December at that first team meeting, meet prior to January to complete the Plan of Action and Calendar of Work for the remainder of the membership year.
- If entire year is planned over the summer, meet with SU team prior to January to evaluate and readjust plan as needed.
- Communicate by phone or email with Community Development Manager and team throughout the membership year
- Survey volunteers at the end of the membership year asking what trainings, programs, events they may be interested in seeing at Service Unit meetings in upcoming year
- Also ask in survey for recruiter volunteers for fall