Building Your Library Association

Slides: Topic 6: Recruitment and Management of People

International Federation of
Library Associations and Institutions

Learning Objectives

- At the completion of this topic you should be able to:
  - Explain the importance of consistent, documented policies and procedures for managing people
  - Write a position description
  - Explain the importance of having publicly available selection criteria
  - List the basic elements of an induction programme
  - Describe the characteristics of good team members
  - Demonstrate an understanding of the processes of supervision and performance review
  - Explain the principles to be observed when managing volunteers

Introduction to People Management

- Basic requirements:
  - Job design and position descriptions
  - Recruitment
  - Selection
  - Supervision
  - Performance management
  - Training and professional development

Activity 10: Role description

- Develop a role description for the Chair of a Membership Committee for your association. The role description should cover:
- The role title, the person to whom the chair reports, a brief description of the role, key tasks and responsibilities and selection criteria including qualifications/experience required

The importance of volunteers

- Write a volunteering strategy
- Write volunteering policies
- Write a role description and role specification for each volunteer vacancy
- Ensure you have relevant references, if appropriate
- Induct all new volunteers and those taking on a new role or increased role
- Provide training relevant to the volunteer's work and role.

Activity 11: Managing volunteers

- Identify the main areas that might require special attention.
- Are you aware of any issues or challenges around the use of volunteers or being a volunteer?

Volunteers – recruitment challenges

- How to find and recruit volunteers – this might be through volunteer agencies if they exist, libraries and/or friends groups or by word-of-mouth
- It is important to develop role descriptions in the way you would for hired staff but not to have formal contracts
- Insurance - volunteers will need to be covered for accidents etc., as for paid staff and it will be important to gain advice from your insurance firm to ensure coverage

Volunteers

- No matter which category of staff, employees or volunteers, associations need to be compliant with any legislation pertaining to staff and their well-being, such as equity and diversity, or sexual discrimination legislation.