



ASSOCIATION OF FRATERNITY | SORORITY ADVISORS

Volunteer Tip Sheet

Getting It All Done

Balancing the Responsibilities of
My Professional & Volunteer Role

Thank You for your willingness to serve as an AFA volunteer. It can be hard to manage our volunteer and professional roles, and your hard work and contributions are what keep the Association moving forward!

Tips of the Trade for Balancing & Making Time

Ask Yourself, “What are the highest value activities and what is the most valuable use of my time?” Simply put, develop a system for prioritizing professional and volunteer work that works for you.

Carve out “AFA Time:” Some veteran volunteers block off time on their calendars to devote to AFA volunteer work. Pick time for this work, set it aside on your calendar, and stick to it!

Ask for Help: Know when to ask for help. Your volunteer supervisor and co-volunteers can be an excellent support when you need some help or advice. People aren’t mind readers, though. Make sure you communicate about your volunteer wants and needs.

Know What You’re Getting In To: Think critically about the volunteer roles you in which indicate interest, and read about how much time that volunteer role requires. Commit to those roles you know you can take on. If you’re part of a volunteer team, communicate with others about when you’ll be busiest and make sure you avoid significant responsibilities during this timeframe.

Make a Timeline: At the beginning of your volunteer term, make a timeline for tasks that must be completed and put those dates into your calendar or master task list. Revisit this timeline frequently to ensure you’re on target with your initial goals.

Focus on Opportunities: Reframe the Experience

Volunteer experiences can provide time to energize and renew yourself. Instead of focusing on all you have to do, or getting stressed about balancing your volunteer role with everything else in your life, consider the benefits that volunteer involvement can provide.

Networking: Volunteering for AFA is an opportunity to connect with other fraternity/sorority professionals. These networks lead to lasting friendships, professional connections, and people with which you can share and gain ideas.

Personal Growth and Development: Volunteering gives one the chance to sharpen already developed skills and develop new ones. Whenever you devote time to volunteering, consider what you’re gaining in the way of professional skills that will prove useful in the future.

Contribution to the Fraternal Movement: Your contribution helps move the fraternal movement forward, contributing important knowledge and professional development opportunities that improve the state of fraternities and sororities.

Have Fun: Volunteering for AFA is work, sure! But it is also fun. Choose volunteer roles that will help you enjoy your connection to AFA!