

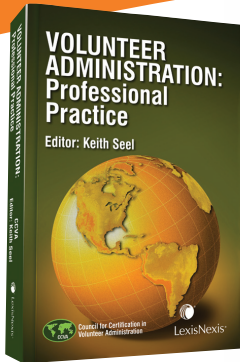
Butterworths®

Volunteer Administration – Professional Practice

Council for Certification in Volunteer Administration (CCVA)

General Editor: Keith Seel, Ph.D., CVA

New!



\$75 + GST
 Approx. 500 Pages • Softcover
 June 2010 • ISBN: 9780433462224

Table of Contents

Preface

Chapter 1: Terminology

Chapter 2: Ethics – Concepts and Definitions

Chapter 3: Ethical Decision Making

Chapter 4: Strategic Management of Volunteer Programs

Chapter 5: Operational Management

Chapter 6: Volunteer Staffing and Development

Chapter 7: Sustaining Volunteer Involvement

Chapter 8: Meeting Management

Chapter 9: Financial Management

Chapter 10: Data Management

Chapter 11: Evaluation and Outcome Measurement

Chapter 12: Risk Management

Chapter 13: Quality Improvement

Chapter 14: Leadership for Nonprofit Organizations

Chapter 15: Organizational Involvement

Chapter 16: Advocacy in Volunteer Administration

Chapter 17: Community Collaboration and Alliances

Chapter 18: A History of the Profession Volunteer Administration

The Complete Guide to Professional Practice in Volunteer Administration

This long awaited, 18-chapter textbook was created by the Council for Certification in Volunteer Administration (CCVA), the only certification body covering volunteer resources management. It is the only comprehensive reference book and guide on the administration and management of volunteers as they are utilized by any organization, be it not-for-profit organizations, public sector agencies or all-volunteer organizations.

The book explores the five core competencies that serve as a foundation for the profession of volunteer administration: ethics, organizational management, human resources management, accountability, and leadership and advocacy. It provides a solid theoretical framework and professional context for how to properly lead and manage volunteer engagement. This book:

- Provides full coverage of volunteer management and administration, ensuring a thorough understanding of the concepts and principles that define managers, leaders and professionals in this field
- Explores the topic of ethics and the ability to act in accordance with professional principles
- Discusses organizational management as a way of designing and implementing policies, processes and structures to align volunteer involvement with the mission and vision of the organization
- Presents human resource management as a way of engaging, training and supporting volunteers in a systematic and intentional way
- Explores the principle of accountability and the ability to collect relevant data and to engage in meaningful monitoring, evaluation and reporting to stakeholders
- Discusses leadership and advocacy skills that advance individual, organizational and community goals

Why Should Readers Buy This Book?

- There are currently no other textbooks that address the professional competencies required for a high quality, low risk professional practice
- Authors are from Canada and the U.S. with content representing professional practice common across both nations and others
- There are chapters from academic researchers who provide a theoretical basis for professional practice, as well as chapters written by practitioners who hold the CVA credential and provide a “field experience” perspective
- This book spans the entire scope of practice, rather than focusing on a more narrow slice of the management function
- This book provides a powerful message to employers, supervisors and practitioners reinforcing the need for skilled, competent leadership of volunteers in order to achieve desired results

Who Should Read This Book?

- **Consultants and trainers** in the volunteer administration and management field will find this book helpful as a core reference on which to base their work and share with their clients
- **Voluntary sector educators** will have a tool for ensuring curriculum development consistent with real-world practice as verified by a credible practice analysis process
- **Workplace staff** at companies who encourage and support employee volunteering will find this textbook to be a useful reference source
- **Leaders in not-for-profit organizations and public agencies** will find credible information in which to strengthen the function of volunteer administration within their organizations, so that volunteers are maximized as a human resource, and potential risks and liabilities are reduced
- This book is required reading for **candidates seeking the CVA (Certified in Volunteer Administration) credential**

Order Today!

www.lexisnexis.ca/bookstore



1-800-668-6481

About the Author

The **Council for Certification in Volunteer Administration (www.CVAcert.org)** advances the profession and practice of volunteer resource management by:

- Articulating core competencies for the profession of volunteer administration
- Certifying individuals who demonstrate knowledge and competence in the leadership of volunteers via the CVA (Certified in Volunteer Administration) credential
- Advancing standards of ethical practice
- Promoting professional development and education

The CVA credential remains the only professional certification in the field of volunteer resources management that is international and relevant to the full range of settings where volunteering occurs. The credential reflects mastery of the knowledge required of practitioners in this field as measured through an exam and peer assessment process.

About the General Editor

Dr. Keith Seel, CVA is the Director of the Institute for Nonprofit Studies at Mount Royal University, Alberta. He has been associated with the profession of volunteer administration since 1993 and has held board positions with the Association for Directors of Volunteer Resources and the Association for Volunteer Administration. Dr. Seel has been a volunteer board member for 30 years largely in the human services field. Currently he holds appointments to three provincial boards in Alberta with responsibilities in education, disabilities, and children, and is the Chair of the national Human Resources Council for the Nonprofit Sector which examines labour force issues particular to the sector.

ORDER FORM

Fax your order to **1-800-461-3275** or **905-479-2826** in Toronto

Yes! I'd like to order the following publication on a 30-day risk-free* examination basis:

___ Copy(ies) of **Volunteer Administration – Professional Practice** at \$75 + GST each (ISBN: 9780433462224)

Sub Total \$ _____

Add 5% G.S.T. \$ _____

Grand Total \$ _____

Please quote **Reservation Code 4313** when ordering.

Customer Information

Firm/Organization

Name

Department/Title

Address

City/Town Province Postal Code

Phone Number

Fax Number

Email

Billing Information

LexisNexis Canada Account Number

P.O. Number

Charge my: MasterCard Visa AMEX

Card Number

Personal Card Company Card Cheque Enclosed

Card Holder's Name

Expiry Date

Signature

Order Today!

Take Advantage of
Our 30-Day Risk-Free*
Examination!

5 Ways to Order

Phone:
1-800-668-6481 • 905-479-2665

Fax:
1-800-461-3275 • 905-479-2826

Email:
orders@lexisnexis.ca

Online:
www.lexisnexis.ca/bookstore

Contact:
Your Account Executive

† Pre-payment required for first-time purchasers.

Price and other details are subject to change without notice. We pay shipping and handling if payment accompanies order.

Multiple Copy Discounts

Number of Copies	You Save
10 to 24	5%
25 to 49	10%
50 to 99	15%
100 or more	20%



LexisNexis®

LexisNexis Canada Inc.
123 Commerce Valley Drive East, Suite 700
Markham, Ontario L3T 7W8 CANADA