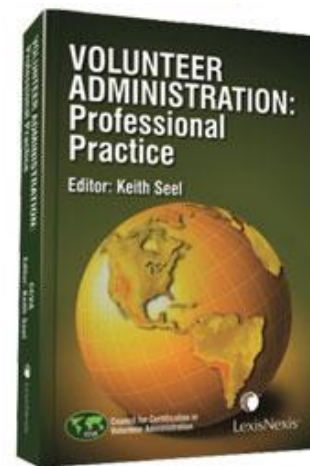


New Textbook from CCVA!

Volunteer Administration: Professional Practice

This long awaited, 18-chapter textbook was created by the Council for Certification in Volunteer Administration (CCVA). It is a comprehensive reference book and guide, providing a solid theoretical framework and professional context for the effective leadership and management of volunteer engagement. Unlike many other existing publications, 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.



Contents

Volunteer Administration: Professional Practice is organized around the five core competencies which serve as a foundation for the profession of volunteer administration: ethics, organizational management, human resources management, accountability, and leadership and advocacy. These competencies have been identified by CCVA through a Practice Analysis study of the field with input from managers of volunteers in a wide variety of settings.

- | | |
|---|---|
| Chapter 1: Terminology | Chapter 10: Data Management |
| Chapter 2: Ethics – Concepts and Definitions | Chapter 11: Evaluation and Outcome Measurement |
| Chapter 3: Ethical Decision Making | Chapter 12: Risk Management |
| Chapter 4: Strategic Management of Volunteer Programs | Chapter 13: Quality Improvement |
| Chapter 5: Operational Management | Chapter 14: Leadership for Nonprofit Organizations |
| Chapter 6: Volunteer Staffing and Development | Chapter 15: Organizational Involvement |
| Chapter 7: Sustaining Volunteer Involvement | Chapter 16: Advocacy in Volunteer Administration |
| Chapter 8: Meeting Management | Chapter 17: Community Collaboration and Alliances |
| Chapter 9: Financial Management | Chapter 18: A History of the Profession of Volunteer Administration |

Contributing Authors

Volunteer Administration: Professional Practice is written by a diverse group of 20 authors from Canada and the United States with content relevant to both nations and others. There are chapters from academic researchers who provide a theoretical basis for sound management, as well as chapters written by practitioners who hold the CVA credential and provide a “field experience” perspective.

Salvatore Alaimo, Ph.D., CVA
Anita Angelina, M.A.
Emilie Bromet-Bauer, CVA
Jeffrey L. Brudney, Ph.D.
Norman A. Dolch, Ph.D.
Melissa Eystad
Mark A. Hager

Melissa A. Heinlein, MA, MS,
CAVS
Marianne Kerr, M.Ed., CVA
Diana Kyrwood, MA, CVA
Melanie Lockwood Herman
Kathleen McCleskey
Milena Meneghetti, CHRP, M.Sc

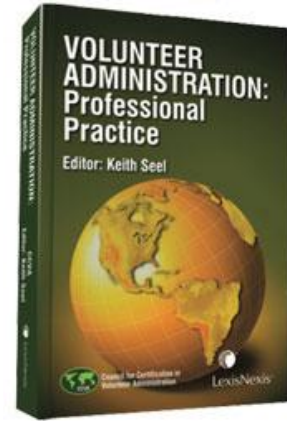
F. Ellen Netting, Ph.D.
Sarah Jane Rehnborg, Ph.D.
R. Dale Safrit, Ed.D.
Allan Serafino
Pamela J. Sybert
Paul Varella
Cheryle N. Yallen

Intended Audience

All CVA candidates (starting with the 2011 cycle) will be required to read and study this textbook in preparation for the CVA Exam. In addition, **managers, coordinators and leaders of volunteers** will benefit from the principles and theories presented in this text, as a foundation for other “how to” books on their shelves. **Nonprofit sector educators** can use this as a tool for ensuring curriculum development is consistent with real-world practice as verified by a credible practice analysis process. **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. Lastly, **leaders in not-for-profit organizations and public agencies** will find credible information to strengthen the function of volunteer administration within their organizations, so that volunteers are maximized as a human resource, and potential risks and challenges are reduced.

How to Order

Volunteer Administration: Professional Practice may be purchased from CCVA at www.cvacert.org. The cost is \$75.00 USD, which includes 3-5 day shipping within the U.S. Additional shipping charges may apply for international shipping. (See order form on reverse side.)



**Please use this form for check purchases only.
To order by credit card, go to www.cvacert.org.**

YES! I'd like to order *Volunteer Administration: Professional Practice*

_____ Copies @t \$75.00 USD, which includes 3-5 day shipping in the U.S.

(Additional shipping charges may apply for international shipping. Please email ccva@comcast.net or call 804-794-8689 for international shipping charges.)

Sub Total \$ _____

Int. shipping fee (if any) \$ _____

Total \$ _____

Customer Shipping Information:

Name: _____ Department/Title: _____

Organization: _____

Address: _____

City: _____ State/Province _____

Zip/Postal Code: _____ Country: _____

Telephone: _____ Email: _____

You should receive your textbook within two weeks. If you would like to check on your order, email ccva@comcast.net.

**Mail this completed form and check to:
CCVA, P.O. Box 467, Midlothian, VA 23113 USA**

Thank you for your order!