

## Vice President of Volunteers

### Position Summary:

The Volunteer Coordinator serves as Vice President of volunteers overseeing the chapter's recruiting efforts matching volunteers with opportunities that meet the needs of both the volunteer and the chapter, and guides the chapter's succession planning efforts.

### Responsibilities:

- Maintain volunteer list
- Develop annual Volunteer goals
- Maintain list of interested volunteers who have not yet been matched with an opportunity.
- Maintain a list of both unmet and met Board member volunteer needs
- Maintain "intake checklist" (i.e. a list of skills & interests, available time, etc.) for volunteers to complete
- Communicate with potential & current volunteers
- Help recruit volunteer positions
- Organize and award Volunteer of year award

### Board Participation

- Provide a report on volunteer activities at monthly Board meeting
- Maintain and update records relevant to position
- Attend and participate in all board and chapter meetings
- Participate in other chapter events, committee meetings, and regional conferences as available

### Characteristics:

- Problem-solving
- Organized
- Networking abilities to locate and recruit volunteers
- Time to attend board meetings and other chapter functions as required by this position
- People person - good communicator