



Volunteer Engagement Committee Charter

COMMITTEE PURPOSE:

The Volunteer Engagement Committee is responsible for assisting ACMP in attracting, recognizing and retaining volunteers.

COMMITTEE JOB DESCRIPTION:

The Volunteer Engagement Committee helps provide support and guidance to ACMP volunteers in a way that enriches their volunteer experience and ensures their continuous involvement and engagement with ACMP.

COMMITTEE DELIVERABLES:

- **Volunteer Onboarding & Offboarding:** Review & revise the Volunteer Handbook. Provide feedback and any suggestions for improvement on the Call for Volunteers process. Assist in the development of training materials to assist in onboarding volunteer leaders and members. In addition, provide ideas to improve the onboarding and offboarding experience throughout the cycle of being a volunteer with ACMP.
- **Volunteer Survey:** Review and suggest edits to the volunteer survey. Evaluate results of the survey and prepare a report with recommendations for improvement.
- **Volunteer Recognition:** Serve as an impartial group to choose volunteers from nominations for the Volunteer Spotlight program. Assist in implementing engagement/recognition ideas, where approved and applicable.
- **Volunteer HUB:** Assist in planning and onsite execution of the Volunteer HUB at Change Management 2020.
- **Reporting:** Report submitted quarterly to the BOD on the activities of the Committee.
- Additional work, as applicable to the Volunteer Engagement Committee.

COMMITTEE MEMBER TIME COMMITMENT:

- Minimum of monthly committee meetings via voice or on-line meeting.
- Expectation of a minimum of four hours per month in addition to meetings.
- Additional conference calls as needed

COMMITTEE COMPOSITION:

- 12 - 16 committee members
- Term: One year

COMMITTEE ANNUAL BUDGET:

The 2019-20 budget for ACMP activities has been approved. The Committee will be supported by the Staff Liaison in verifying what is covered in this budget. Should budget be required for activities other than normal operating costs, a Business Case should be developed and submitted to the BOD for consideration

UPDATES AND CHANGES:

Please note that this charter is subject to updates and changes based upon the 2019/2020 Gameplan and Strategy work.