



Volunteer Engagement Committee Charter- 2019

COMMITTEE PURPOSE:

The Volunteer Engagement Committee is responsible for assisting ACMP in attracting, securing and retaining volunteers and ensuring that volunteer experience aligns with expectations as defined in the Volunteer Handbook.

COMMITTEE JOB DESCRIPTION:

The Volunteer Engagement Committee helps enable volunteers to be high-performing and 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 for 2019:

- **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 from 2018 in order to distribute in 2019. Evaluate results of the survey and prepare a report with recommendations for improvement.
- **Volunteer Engagement/Recognition Approach:** Serve as an impartial group to choose volunteers from nominations for the Volunteer Spotlight program. Review of current approach, recommendations to the BOD for improvement. Assist in implementing engagement/recognition ideas, where approved and applicable.
- **ACMP Volunteer Think Tank (VTT):** Assist staff and Board Liaison to plan the 2019 Volunteer Think Tank meeting. Pre, during and post activities should be included in the plan. Assist in training the facilitators and running the meeting the day of the event. Plan and host a follow-up call to summarize the event and communicate take aways from discussions. Plan additional virtual follow-up calls with leaders and/or volunteers to continue engaging in discussions throughout the year to encourage leadership development and continuous learning. Any additional planned follow-up activities to be approved by the BOD.
- **Volunteer Research:** Research additional types of volunteers. Prepare a summary of volunteer types, including best practices, along with a recommendation for ACMP based upon review of the research and committee discussion. The recommendation will be shared with the Board of Directors. If approved, assist in planning for implementation.
- **Reporting:** Committee Workplan for 2019. 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 FOR ONE-YEAR TERM:

- Minimum of monthly committee meetings via voice or on-line meeting. Two meetings in the first month, one for familiarization with Committee purpose and deliverables, second to develop workplan for the year.
- Expectation of a minimum of four hours per month in addition to meetings.
- Additional conference calls as needed

2017 VOLUNTEER ENGAGEMENT COMMITTEE CHARTER COMMITTEE COMPOSITION:

- 12 - 15 committee members
- Term: One year

LEADERSHIP:

- BOD: The Board Liaison for the Volunteer Committee for 2019 is Kate Nelson
- Staff: The Staff Liaison for the Volunteer Committee for 2019 is Amanda Pastermack

COMMITTEE ANNUAL BUDGET:

The 2018/19 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 in 2018/19 other than normal operating costs, a Business Case should be developed and submitted to the BOD for consideration

APPROVAL DATE: September 28, 2018