



Position Description	3.05.03
Date of Enactment	August 2018
Date last reviewed	August 2018

## **SEMINAR HOST VOLUNTEERS CHAIRMAN**

**REPORTS TO** the Local Seminar Coordinator

### **POSITION SUMMARY**

The Volunteers Chairman works with the National Seminar Coordinator to schedule and coordinate the volunteers for all the areas: exhibit, hospitality, auction and shop as needed.

### **STRUCTURE AND TERMS OF OFFICE**

The Local Coordinator appoints the Host Volunteers Chairman  
The Seminar Host Volunteers Chairman serves through the end of their Seminar.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Set up a schedule of volunteers to work in these areas:
  - i Exhibit
  - ii Hospitality
  - iii Auction
  - iv Shop
2. Contact the chairman for each area to determine which areas are open at which times and on which days.
3. Contact the chairman for each area to determine the preferred length of time for each shift in each area.
4. Provide a schedule of volunteers to the chairman for each area.
5. The Volunteers Chairman may take classes as long as the class does not interfere with their duties and has prior approval from the National Seminar Coordinator.
6. Submit a post-seminar report to the National Seminar Coordinator. Include suggestions and observations on how to improve your area of responsibility.

### **FINANCES**

There is no reimbursement for materials used.

### **GENERAL**

This position description may be changed by the Board of Directors or upon recommendation by the National Seminar Coordinator with approval from the Board of Directors.