

## JOB DESCRIPTION

<b>Position title:</b>	<b>Volunteer Chair</b>	<b>Effective:</b>	<b>8/1/2018</b>
<b>Reports to:</b>	<b>President</b>	<b>Status:</b>	<b>Volunteer</b>
<b>Level:</b>	<b>Board Member, Chapter</b>	<b>Term:</b>	<b>N/A</b>

### Position Summary

Supervises volunteers and provides direction, coordination, and consultation for all volunteer functions within the chapter to: strengthen programs and involve a community of supporters as described in the duties outlined below

#### Responsible To:

- The members of the chapter
- The chapter president

### Position Responsibilities

- Develop, promote, and maintain a wide range of volunteer opportunities within the organization.
- Recruit, interview and place applicants for volunteer work.
- Survey board members and staff regularly to assess needs for volunteer assistance.
- Maintain Volunteer Service Descriptions for each volunteer assignment.
- Ensure volunteers are staffed to support the various areas of operations, to include chapter meetings, special events, and annual conference.
- Work with chapter members that are interested in getting involved in the chapter to find opportunities for them to do so that line up with their availability and interests. activities.
- Regularly attending board meetings to stay informed of upcoming opportunities that will require volunteers and by regularly attending chapter events to network with the membership to advocate for continued involvement with chapter events and functions.
- Make announcements at monthly luncheons or networking events to advertise volunteer opportunities or promote volunteering within the chapter in general. Work with Community & Marketing Chair to publicize opportunities for volunteers.
- Track volunteer contact information, availability, and preferences in the volunteer database.
- Conduct and/or arrange for volunteer orientation and training.
- Organize and participate in volunteer recognition programs and special events.
- Regular communication by phone call or email to volunteers to inform them of events is required. Communication between event coordinators seeking volunteers is also required.

- Evaluate all aspects of volunteer programs to ensure effectiveness and to recommend/implement changes as appropriate.
- Maintain accurate records and provide timely statistical and activity reports on volunteer participation.
- Act as a liaison between the board of directors and the committee.
- Performs other related projects as agreed upon.
- Participate in the development and implementation of short-term and long-term strategic planning for the chapter.
- Represent the chapter in the human resource community.
- Attend all monthly membership and board of directors' meetings.
- Upon completion of the position's term, assist the incoming Volunteer Chair to assure a smooth transition of responsibilities and continuity of knowledge and resources.

#### **Requirements:**

- Must be an SHRM member in good standing for entire term of office.
- Must be willing to attend SHRM functions and work in a consistent timely fashion.
- SHRM-CP or SHRM-SCP Certification preferred.

#### **Resources Available:**

- SHRM supplies the following resources for chapter Volunteer Chairs:
  - Chapter Best Practices
  - SHRM Leaders Guide

And MUCH MORE...available online at the [SHRM's Volunteer Leader Resource Center](#).

**Note:** Check for new and updated resources that are continually being developed.