

Volunteer Chair

Review of role, responsibilities and leadership attributes:

- Oversee the volunteer recruitment campaign and processes
- Monitor the volunteer tracking; strategize and manage volunteer engagement within the MPIWSC chapter
- Responsible for overseeing the Volunteer Recruitment committee, Volunteer Tracking committee, and Volunteer Engagement committee
- Strategize new ways to develop and grow volunteer recruitment; streamline volunteer tracking process with other committees; oversee volunteer engagement and provide feedback to Director of Member Engagement

Reports to: Director of Member Engagement

Term: One year or as determined by the Board of Directors and Chapter Bylaws

Time Commitment: 5 hours/month

Specific Responsibilities:

- Oversee the Volunteer Recruitment committee
 - Reach out to members to volunteer & assist with matching members up with volunteer positions; coordinate the volunteer recruitment events, manage volunteer inquiries, work with board to find out what their volunteer needs are
- Oversee the Volunteer Tracking committee
 - Tracking the volunteers monthly through various reports, maintain the volunteer database; keep volunteer positions descriptions up to date; keep the volunteer opportunities up to date on the MPIWSC website
- Oversee the Volunteer Engagement committee
 - Manage the new volunteer introductions to their appropriate committee and follow up with the volunteer or committee when needed; reengage volunteers after 1 month and 6 months to make sure they are happy and connected in their current placement; step in for Volunteer Chair at educational programs when needed