



Board Member Position: *Volunteer Coordinator*

Board Member Responsibilities

- Attend all board meetings (once a month) and functions, such as special events.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board meetings.
- Take on special assignment.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

Volunteer Coordinator Responsibilities

- Create and manage CSA volunteer policy/pledge
- Ensure compliance to CSA volunteer policy/pledge
- Assist and work with CSA program directors and officers to identify volunteer needs for the club
- Recruit required number of volunteers based on program and club needs
- Manage database of volunteers
- Create volunteer schedules for events and track adherence to these schedules
- Communicate regularly with volunteers to ensure preparedness and gather feedback
- Facilitate volunteer training if necessary
- Lead a committee to assist in any of the above

Personal Characteristics to Consider

- Experience in a leadership role
- Ability to build relationships, along with strong communication skills (written and verbal)
- Ability to: utilize Microsoft Office applications, listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to: prepare for and attend board meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community and self evaluate.
- Possess: honesty, organized, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values