

Hidden Valley Community Association

Volunteers Director Position Description	Date Drafted <u>May 27, 2013</u> Date Approved <u>September 20, 2013</u> Date Revised _____
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The role of Volunteers Director is to recruit volunteers who will assist with planning, development, implementation and delivery of various Programs, Events and Newsletter delivery that occur through the community association.

Specific Responsibilities of Volunteers Director

In addition to the general duties and responsibilities of all Directors, the Volunteers Director has these additional duties:

- Chairs the Volunteers Committee, maintain records of minutes for the Secretary and provide information to the Board on committee business
- Establish with the Board of Directors, volunteer needs based on the various Programs and Events occurring throughout the calendar year
- Recruit volunteers based on committee needs; as outlined in the Volunteer Schedule submitted by requesting Director
- Set up and implement an interview process for volunteers in an effort to match volunteers skills with committee needs
- Keep a filing system of community volunteers up to date; alphabetical by last name
- Establish a budget for Volunteers recruitment and recognition with advice from the Treasurer
- Work closely with the Communications Director to promote Volunteer opportunities
- Recognize volunteers in our community and the efforts they contribute (i.e. nominate someone for 'Volunteer of the Month' on the community association website)
- Write a Volunteers related column for the Newsletter
- Work closely with Special Programs and Events Director to coordinate Volunteers from lists provided through Sports Program Registration
- Purchase Volunteer Recognition awards as determined and approved by the Board

Authority and Accountability

- The Volunteers Director is elected by and accountable to the members of the Hidden Valley Community Association
- The Volunteers Director serves as a Committee Director

Term

- The Volunteers Director is elected for a one (1) year term, renewable for two (2) terms maximum, at the Annual General Meeting