

Role: VP of Volunteers

Role Description: The VP of Volunteers is a voting member of the Board of Directors who maintains record of chapter volunteer service, positions, and serves as the outreach to chapter members seeking volunteer opportunities.

Role Commitment: 2-year term, plus board member orientation prior to term

Responsibilities:

- Maintains description of volunteer positions..
- Maintains record of volunteers involved in chapter activities..
- Serves as the primary contact for those interested in volunteering.
- Works with the board members to identify and develop description of volunteer roles needed for completion of their duties.
- Seeks out volunteers from chapter membership to serve in the support roles identified by the Board.
- Maintains record of volunteers throughout the year and compiles information for end of year completion.
- Coordinates with the Board in the annual volunteer appreciation event, including developing the plan for the event, preparing for appreciation gifts, and special contact to invite all volunteers.
- Recommend appointment to the Election Nominating Committee for the annual election cycle.
- Provides budget input, income and expense, for areas of responsibility.
- Prepares and submits reports related to volunteer utilization within the chapter.
- Reports to the Board on any specific items of importance developed through correspondence and communication with volunteers and chapter members..
- Maintains and delivers all permanent records and performs succession and transition plan to position successor.
- Supports and attends monthly board meetings, strategic planning meeting, chapter annual meeting and all possible events as a visible member of the Board.
- Replies to board member emails within 3 business days for decisions required between Board meetings.
- Builds positive and productive relationships with members and volunteers.

Reward Opportunities:

- Earn PDUs per PMI guidelines
- Leadership Training
- Access to PMI Leadership Institute
- Resume reference
- Skills development
- Networking