

VOLUNTEER COORDINATOR

SCOPE AND PURPOSE

The CASFAA Volunteer Coordinator position became a standing committee of the Association at the direction of the Executive Council. The Volunteer Coordinator is appointed by the President and reports to the Association Services Coordinator.

CHARGE OF THE VOLUNTEER COMMITTEE

The Volunteer Coordinator ensures that all members who express an Interest in volunteering with the Association receive acknowledgement on a timely basis and assistance with finding an appropriate committee assignment, if necessary.

DUTIES and RESPONSIBILITIES

1. Downloads the CASFAA Volunteer database often enough to ensure follow up within three months with each member who completes the on-line Volunteer Form.
2. Develops form letters/emails to support consistent communication with volunteers.
3. Notifies Committee Chairs when members express interest in volunteering on their committee.
4. Maintains accurate records of members expressing interest, members contacted, and members placed on committees.
5. Documents the procedures used to ensure follow up with volunteers and Committee Chairs, including instructions for using the CASFAA Volunteer Database and timelines for contacting members and chairs.
6. Makes recommendations for improving the infrastructure and processes that support volunteer development activities, including the on-line Volunteer Form, the Newcomers' Reception, the volunteer recruitment brochure, the CASFAA website, and the membership database used to track volunteer involvement.
7. Submits a report to the Association Services Coordinator prior to each Executive Council meeting, with statistics about how many volunteers there were, the date they expressed interest, the date they were contacted and if placed on a Committee, which one.
8. Prepares a final report for the annual Transition Meeting that includes cumulative statistics from the above quarterly reports.
9. Attends the annual Transition Meeting.
10. Attends Executive Council meetings when requested by the President.
11. Develops budgets for volunteer recognition projects, if needed.
12. Writes at least one Newsletter article each year spotlighting volunteer opportunities or accomplishments which encourages members to complete the on-line volunteer form.

SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE

A. Volunteer Coordinator

The Volunteer Coordinator is appointed by the President of the Association either from interested members of the Executive Council or from interested members of the Association. Preference in the selection of the Chair is given to individuals who possess an expertise or interest in the committee's activities. The Executive Council must endorse the Volunteer Coordinator selected by the President.

B. Committee Members:

The number of committee members is determined by the Coordinator (if any needed) and, if so, includes representation from each segment, ethnic diversity balance and regional representation.

C. Committee Size:

Maximum: 5 member (s) The Coordinator is probably the only committee member needed.

COMMITTEE MEETINGS

There are normally a maximum of four meetings per year that can be accomplished in-person or by electronic or telephonic means. Meetings are normally scheduled prior to the Executive Council meetings for reporting purposes.

FINANCIAL RESPONSIBILITY

None

HISTORY OF THE VOLUNTEER COORDINATOR

CASF AA Volunteer Coordinator was authorized in 2007 and the first chair was Susan Gutierrez, California State University, Sonoma.