**Position Description**

**Position:** Volunteer Resources Chair

**Purpose of Position**: Provide leadership to association on engaging members as volunteers, involving volunteers from the broader community & maintain Service Enterprise status.

**Accountable To:** Chair, Board, and Membership

**Term of Office**: 2 years

**Time Commitment:** 5 hours a week

 **Responsibilities**:

1. Be an active member of the MAVA Board.
2. Be a paying MAVA member.
3. Recruit and provide leadership to the Engagement Committee.
4. Organize regular committee meetings and keep minutes or notes to be sent to Secretary.
5. Guide the development and implementation of MAVA’s volunteer program. Keep the MAVA Board informed on plans and progress. Form a Engagement Committee to assist with duties and broaden involvement in volunteer resources.
6. Work with Membership Committee, Board and staff to build MAVA member involvement as volunteers for MAVA. Identify positions for member engagement as volunteers and work to recruit volunteers.
7. Work with staff and Board on identifying opportunities to engage volunteers from broader community and recruiting volunteers for those opportunities.
8. Coordinate work with committee chairs to involve new volunteers in committees when needed.
9. Orient new volunteers in regards to MAVA and their volunteer position or arrange for orientation by MAVA staff or Board member.
10. Work with MAVA staff to update our volunteer tracking and management systems. Assist with tracking volunteer hours.
11. Attend all MAVA Board meetings and prepare committee reports to relay information as necessary.
12. Assure accurate and timely information related for MAVA annual report, newsletter and website.
13. Coordinate recognition of MAVA volunteers.
14. Collaborate with other organizations across the state to achieve goals.
15. Identify strategic partnership opportunities for MAVA and work closely with Strategic Directions Committee to formalize partnerships and collaborations.
16. Orient new Volunteer Resources Chair to position when term is expiring and transfer records and materials.
17. Make and follow through on donation pledges to MAVA to actively support fundraising efforts.

**Skills Needed**:

1. Experience in volunteer resources management
2. Ability to collaborate with other organizations
3. Excellent written and oral communications skills

**Benefits:**

1. Enhance management skills through a leadership position in a statewide association
2. Expand awareness and resources of MAVA.

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_