

Volunteer Coordinator

A: Function of the Position

- Assists Region V with creating volunteer assignments and recruiting volunteers

B: Responsibilities

- Attends Executive Committee meetings
- Assists regional officers and committee chairs in meeting volunteer needs for annual regional meetings, national meetings, and other regional opportunities
- In concert with the board and/or committee chairs, identify, plan and direct all Region V volunteer opportunities and activities aimed at the recruitment and retention of member volunteers at the regional and national level
- Oversees volunteer activities at the annual regional and national meetings to ensure coverage of all volunteer positions
- Maintains shared list of members interested in volunteering for the region
- Provides reports to NCURA National Organization as required
- Work with committee chairs and regional Chair to recognize volunteers on a regular basis in regional communications
- Assess the volunteer experience and report on outcomes and recommendations to the Executive Committee and committee chairs, as applicable
- Other duties as assigned

C: Eligibility Requirements

- Must be a regular member in good standing with NCURA (as defined by National By-laws) for at least two years
- Must be a member of Region V
- Must have attended and volunteered for at least one regional or national meeting

D: Term Length and Limits

- Appointed by the Region V Chair to serve a 1-year term concurrent with the Region V Chair
- May not serve more than 3 consecutive terms

E: Time Commitment

- Time required to fulfill responsibilities is approximately 5+ hours per month. Note that time commitments may increase during the year in proximity to the annual regional meeting and the national annual meeting
- Attends both the annual regional meeting (required) and the national annual meeting (optional, but responsibilities must be delegated in advance)
- Attends special events at regional and national meetings
- Attends regular Executive Committee conference calls

F: Benefits and Privileges

- Complimentary registration to the annual regional meeting (***contingent on approval from Officers***)
- Professional development and recognition within NCURA regionally and nationally

F: Additional Information

- Travel is required to attend the annual regional meeting, except in extenuating circumstances. Travel to the national meeting is recommended. Reimbursement of travel expenses is not available under normal circumstances.
- In the event that the Volunteer Coordinator vacates the position, the Chair will appoint a replacement for the remainder of the term.

H: Volunteer Acknowledgement

Print Full Name

Signature

Position Description Adopted on: 17-Nov-19
Revised and approved on : 14-Nov-20