VOLUNTEER COORDINATOR
Off Board Position
Reviewed October 2018

Term: 1 year as appointed by MQ Board

Prerequisite: Must be an MQ Member in good standing.

Inventory: Bylaws and operational procedures.

Reports to: Membership Directors

Description: This position is responsible to fill the volunteer needs requested by the Board of Directors, Show Committee and the Standing Committees.

Time required: Approximately 5 hours per month.

Meetings required to attend: All membership meetings.

Budget: $0

PRINCIPAL FUNCTIONS AND RESPONSIBILITIES:

The Volunteer Coordinator will report to directly to the Membership Directors.

This position is responsible for outreach to the membership to fill the requested volunteer needs. To accomplish this, the Volunteer Coordinator will:

- Write newsletter articles requesting volunteer needs under the Volunteer Corner.
- Volunteer needs will be posted on the MQ website, and the volunteer signup software.
- The Volunteer Coordinator will make announcements regarding the volunteer needs.
- At the Thursday and Saturday monthly meetings, this position will draw a monthly door prize for the people who have submitted their volunteer hours that month. There will also be a quarterly drawing and an annual drawing. The annual drawing will be done at the Holiday Brunch.
- Keep a list of volunteers and what they have done over the year. This can be done by creating a database for easy access when needs arise.
- Work with the CVENT administrator to allow new members and renewing members to update their volunteer interests at the time of membership.
- Call volunteers that have indicated an interest in assisting. This could be done through direct volunteers, using the database or CVENT information.
- Assist the Past President to search for nominations for the vacated Board positions.
- Keep track of all submitted volunteer hours. This is to include any hours the show secretary provides, the Board of Directors provides or those reported by the membership. The total volunteer hours will be submitted to the President at the end of our fiscal year as needed for audit purposes. The volunteer hours are to be captured by category.
- Serve as a liaison to the Board of Directors, volunteers and standing committees.

JOB INSTRUCTIONS:
Read and sign the contracts for the Volunteer Agreement and Conflict of Interest. Turn in signed parts of contract to Office Administrator. Use the MQ webmail for volunteer@mnquilt.org

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