# VOLUNTEER COMMITTEE

**Mission Statement:** To identify, track, and recognize volunteers of the chapter.

**Key Responsibilities**
- Maintain a repository of all volunteers for the chapter
- Work with other committees to identify volunteer needs
- Create postings of open needs on the chapter website
- Speak with prospective volunteers to understand interest and connect them with the corresponding group(s) to assess fit
- Work with the Social Events committee to plan volunteer specific events/activities
- Initiate surveys to attract volunteers

**Key Reporting / Deliverables**
- Board of Governors status updates (monthly/quarterly)
- Volunteer repository
- Survey results

**Key Events**
- Volunteer recruiting event (typically November)
- Volunteer appreciation event (typically January)
- Annual Seminar appreciation event (typically May)

**Current volunteer opportunities and commitment**
Committee members needed to develop committee overview template for other committees as well as define volunteer needs – 4 – 10 hours per month

Last updated: February 13, 2018