

## **POSITION TITLE: Volunteer Director**

### **AUTHORITY**

- The board of directors is the legal authority for the community league.

### **TERM OF OFFICE**

- Term of office is 2 years.

### **GENERAL DUTIES/REQUIREMENTS**

- A director is expected to be fully informed on community league matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
- Commit to the work of the organization.
- Review the board's conduct and monitor its performance to ensure compliance with bylaws and policies.
- Speak positively of the league and assist in developing and maintaining positive relations among the board, committees and communities to enhance the league's mission.
- Orient new board members.
- Prepare for and arrive on time for all required meetings.
- Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
- Review the bylaws and recommend changes to the membership.
- Participate in the development of the league's organizational plan, annual review and budget.
- Approve the budget and other financial matters.
- Prepare and present required reports at board meetings.
- Prepare and present an annual report at the annual general meeting.

### **RESPONSIBILITIES**

- Keeps community volunteer list up-to-date, based on information received from membership director (and/or Abundant Community database).
- Establishes contact with all volunteers, and provides a list of yearly events, programs, sports, etc. that they might be interested in.
- Canvass for volunteers as needed by program, social, sport or other directors, and include a list of required positions and duties.
- Schedule/arrange for training if required.
- Provide schedule and oversee volunteers at social or sport event.
- Draft an evaluation form for volunteers and have volunteers fill out at the end of each event.
- Provide report based on evaluation forms back to event coordinator.
- Sent a Thank You on behalf of the league to all volunteers post event.
- Work with social director to host a League Volunteer Appreciation event.
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