

VOLUNTEER COORDINATOR

1. Shall attend Governing Board meetings, General Membership meetings and NCSC functions;
2. Shall be a voting member of the Governing Board. In the event a position is co-chaired, only one vote is permitted;
3. Shall assume duties deemed necessary by the President;
4. Shall be permitted to appoint a co-chair to assist with duties pending President's approval;
5. Shall maintain NCSC emails that are provided for this role;
6. Shall prepare a proposed annual budget for their role, in consultation with the Treasurer, and submit the budget prior to the Budget Committee Meeting
7. Shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting;
8. Shall maintain position account in VMIS and accurately account for and log monthly community hours;
9. All committee chairs shall maintain and update Board Notebooks in accordance with Notebook SOP;
10. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
11. Notebooks and all job-related material are to be given to successors at the joint Governing Board meeting in May;
12. Shall maintain NCSC e-mails that are provided for each Committee;
13. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
14. Shall not go into a binding contract for the North Country Spouses' Club;
15. Shall maintain and approve volunteer hours in Volunteer Management Information System (VMIS);
16. Shall work with Board Members to recruit and organize all volunteers for special functions: i.e. Mountainfest, Welcome Party, holiday party, and any other special function that the 1st Vice President shall be in charge of or that which the President deems necessary;
17. Shall provide data, including VMIS hours, to the President to collaborate with the President in the nomination process of Volunteer of the Month, Volunteer of the Quarter, and Volunteer of the Year;
18. Shall attend the Volunteer of the Quarter Ceremony, in the absence of the President, when an NCSC volunteer is being recognized;
19. Shall work with the fall/spring fundraiser chairs to recruit and organize all volunteers for their events;
20. Shall work closely with 1st VP, 2nd VP, Operation Deploy Your Dress Rep and Off the Beatin' Path Rep to coordinate volunteer support;
21. Shall work with the President to help create the write ups of all volunteer recognition, as needed;