

## VOLUNTEER COORDINATOR:

1. Shall maintain and approve volunteer hours in Volunteer Management Information System (VMIS);
2. Shall work with the 1<sup>st</sup> Vice President to recruit and organize all volunteers for special functions: i.e. Mountain Fest, Welcome Party, International Food Festival, holiday party and any other special function that the 1st Vice President would be in charge of or President deems necessary;
3. Shall select an NCSC Volunteer of the Month and recognize said member at the General Membership Meetings;
4. Shall attend the Volunteer of the Month Ceremony, in the absence of the President, when an NCSC volunteer is being recognized;
5. Shall work with the fall/spring fundraiser chairs to recruit and organize all volunteers for their events.

All committee chairpersons shall attend Governing Board meetings, General Membership Meetings, and NCSC functions. All committee chairpersons shall be a voting member of the Governing Board (in the event a position is co-chaired, they shall only have one vote). All committee chairpersons shall assume any duties deemed necessary by the President. All committee chairpersons shall submit a detailed monthly report of all activities, income and expenses related to position at each Governing Board Meeting. All committee chairpersons, with the Presidents approval can appoint co-chair(s) to assist with duties as needed. The committee chair holder will have only one vote at board meetings. All committee chairs shall maintain and update Board Notebooks to include:

1. Shall have a complete job description to reflect the overall responsibilities of the position and compliance with the notebook SOP;
2. Shall present updated notebook to the parliamentarian at the April Governing Board meeting for review;
3. Notebooks and all job related material are to be given to successors at the joint Governing Board meeting in May;
4. Shall maintain NCSC e-mails that are provided for each Committee;
5. Shall appoint (with the President's approval) a member in good standing to fill an absence of a chair position;
6. Shall not go into a binding contract for the North Country Spouses' Club.