

## **Chapter Leader Position Description: Manager of Volunteers**

### **Position Summary:**

The manager of volunteers oversees the chapter's volunteer recruiting efforts, manages the matching of volunteers to volunteer opportunities, and guides the chapter's succession planning efforts to ensure that all volunteer needs are met.

### **Time Commitment:**

**Term:** One year

#### **Estimated Time Requirements per month (optional):**

- Attending board meetings: Every other meeting or as needed: 2 hours plus travel time
- Attending monthly chapter meetings: At least 2 a year: 2 hours plus travel time
- Managing all volunteer-related issues: 3-6 hours per month

### **Responsibilities:**

#### **Chapter Support**

- Develop annual volunteer goals along with the VP of Community
- Research other professional organizations for ideas on how they approach managing volunteers
- Maintain list of volunteers who have expressed an interest in volunteering but have not yet been contacted or matched with a volunteer need
- Maintain a list of both unmet and met Board member volunteer needs
- Create an "intake checklist" (i.e. a list of skills & interests, available time, etc.) for volunteers to complete
- Create a spreadsheet/database of volunteer and volunteer needs demographic data (e.g., name, contact details, volunteer interests, volunteer need & requirements, etc.) in Wild Apricot
- Develop end-to-end process from attracting volunteers through volunteers being matched with volunteer needs
- Establish system for tracking volunteer involvement
- Train successor in duties for this position during transition period prior to successor's term in office

#### **Board Participation**

- Provide a report on volunteer activities at monthly Board meeting
- Maintain and update records relevant to position for benefit of successor
- Before end of Board term, recommend at least two potential candidates for the position
- Train successor in duties for this position during transition period prior to successor's term of office
- Participate in Board special task force activities
- Support and promote chapter affiliation requirements (CARE), and the strategic goals and action plans of the chapter
- Represent the chapter professionally and ethically in all business functions/organizational activities
- Attend and participate in all board and chapter meetings
- Participate in other chapter events, committee meetings, and regional conferences as available

### **Qualifications:**

- Member of ATD and chapter
- Skilled in written and verbal communication, personal interaction, and problem-solving
- Ability to plan, organize, and execute activities as required by the position
- Ability to complete projects within established timeframes
- Ability to delegate tasks and monitor follow-through
- Strong analytical and networking skills
- Ability to participate in chapter programs and board meetings as needed
- Has a willingness to advocate for the chapter
- Ability to seek others out as volunteers

### **ATD Resources:**

[Chapter Relations Manager \(CRM\)](#)

[National Advisors for Chapters \(NAC\)](#)

[Chapter Affiliation Requirements \(CARE\)](#)

[Sharing Our Success \(SOS\)](#)

[Chapter Leader Community \(CLC\)](#)

[Leadership Connection Newsletter \(LCN\)](#)

[Toolkits](#)

[Chapter Leader Webcasts](#)