

## **Director, Volunteer Management - Job Description**

**Category:** Membership

**Reports to:** VP Membership

**Responsible for:** Volunteer Management Committee

**Term:** Two consecutive one (1) year terms, total two (2) years

### **Eligibility:**

1. MPI Member in good standing.
2. Previous service on MPI Ottawa Committee, preferably Volunteer Management.
3. Knowledgeable of the activities/affairs of the Chapter.
4. Willing to give the time, energy, talents and enthusiasm required of the position.
5. Good organizational skills.

### **General Responsibilities:**

1. Support and defend policies and programs adopted by the Board of Directors.
2. Serve as voting member of Board of Directors.
3. Assist in the development of the annual Chapter Business Plan.
4. Submit written report to VP Membership for inclusion in the Chapter's Annual Report.
5. Submit written Board reports, in advance, for monthly Board meetings; request agenda time as required. Board reports to include progress on the annual Business Plan commitments and current status on projects.
6. Provide monthly statistics to the VP Finance / Chapter administrator for inclusion in the Chapter dashboard metrics as required.
7. Approve appropriate invoices and forward supporting paperwork to the Chapter Secretariat for payment as required.
8. Ensure the fiscal responsibility of the committee to which position is assigned.
9. Responsible for the following budget line: Member Volunteer budget.
10. Submit budget needs for the following fiscal year to VP Finance in consultation with the VP Membership.
11. Update documents and monitor appropriate Projects on Basecamp (the Chapter's online project management tool).
12. Act as a coach, advisor and counsellor to committee volunteers.
13. Cultivate and motivate leadership/leaders within your committee and identify successors within the first year.

14. Complete transition plan and conduct transition meeting with successor.
15. Perform other duties that may be delegated by the President and/or Board of Directors.

**Specific Responsibilities:**

1. Work with the VP Membership, Director of Member Care and Director of Member Networking Events to develop, implement and assess strategic goals and objectives that support the Chapter's business plan.
2. Work with the VP Membership, Director of Member Care and Director of Member Networking Events to develop the member engagement strategy in accordance with Chapter strategies, needs assessment survey results and MPI standards.
3. Provide direction and leadership for the Chapter's volunteer management program to support active recruitment of Chapter volunteers.
4. Encourage member involvement in committees. Act as liaison between those seeking volunteer opportunities and Board committees requiring volunteers.
5. Maintain a Volunteer Management program through active liaison with all committee Directors and VPs with assistance from Chapter Administrator.
6. Manage and update the Chapter's active volunteer list working with committee directors to ensure accuracy and active engagement by committee volunteers. This list will be submitted as part of the Chapter's metrics on a monthly basis.
7. Provide the volunteer list (to exclude Board members) to the lead on volunteer responsible for the MPI Bucks program, which is drawn monthly at Chapter events.
8. Review and update the "Code of Conduct" form, which is to be signed and submitted by all active volunteers. The Chapter Administrator assists with this by sending it out to volunteers at the beginning of the new program year and then as new volunteers are confirmed throughout the year.
9. Maintain and update a volunteer guide for distribution to all volunteers.
10. Update the volunteer section on the website to include testimonials.
11. Issue volunteer survey on an annual basis to assess volunteer satisfaction.
12. Ensure minutes of Committee meetings are taken and provide a final electronic copy to the Chapter Administrator for archiving.
13. Review, adhere and update all policies and procedures related to Committee work.
14. Report to the Board of Directors on the strategies, initiatives, successes and challenges of the Committee.
15. Complete and submit the Committee Volunteer Assessment to VP by mid-November to include the list of volunteers, their level of engagement, identify volunteers interested in succession in addition to identifying gaps within the Committee.
16. Report to the Executive Committee and the Board of Directors on the strategies, successes and challenges of the Leadership management programs.

**Attendance and Time Commitment:**

1. Mandatory attendance at monthly Board of Directors meetings (teleconference participation accepted in some circumstances).
2. Attendance at two Board retreats.
3. Attendance at official Chapter activities and functions, whenever possible.
4. Attendance at the Annual General Meeting (mandatory).

5. Potential attendance at Chapter Business Summit, as directed by President/President-Elect.

***Estimated time per month: 10 hours***