Position Description	2.09
Date of Enactment	May 2019
Date last reviewed	May 2019

VOLUNTEER COORDINATOR

REPORTS TO the designated Board Liaison

DEFINITION

The Volunteer coordinator is responsible for helping identify volunteers for non-elected, national-level positions.

OBJECTIVES

1. To recruit and maintain a list of ANG members who are interested in national-level positions.

STRUCTURE AND TERM OF OFFICE

1. Term of office shall be at the discretion of the Board of Directors (BOD), with renewal by the BOD at the end of Seminar in odd numbered years or when a vacancy occurs.
2. At the conclusion of the term in office, all files and records will be transferred to the new Volunteer Coordinator or to the Board Liaison.

RESPONSIBILITIES AND PROCEDURES

1. Get a list of applicants and interviewees from the Nominating Committee Chairman after that committee submits its slate of officers to the Board.
2. Discuss volunteer opportunities at Chapter Leaders meeting at Seminar – work with Area Representatives on the agenda for this meeting.
3. Contact chapter officers to let them know about national-level opportunities.
4. Contact Area Representatives and Seminar participants to identify future national-level volunteers.
5. Coordinate volunteer recognition activities at Seminar.
6. Conduct an annual volunteer satisfaction survey.
7. Work with the Seminar Host Volunteers Chairman to identify future national-level volunteers.
8. Maintain volunteer metrics to include the number of national-level volunteers and volunteer opportunities

FINANCES

1. Reimbursement will be paid for these expenses: postage, photocopying, office supplies, and other Board-approved purchases incurred in the business of this position. Official ANG forms are available from the Treasurer or the designated Board Liaison. Copies of receipts must be attached to the reimbursement request. Submit check request forms to the Board Liaison for approval and subsequent payment by ANG.
2. The Volunteer Coordinator will be reimbursed for travel expenses up to $300 to attend Seminar; there will be no other reimbursements.

GENERAL

1. Article XII, Section 2 of the ANG Bylaws state: "The President shall be a member *ex-officio* of all committees except the Nominating Committee." ANG practice also includes the President Elect.
2. This Committee Description may be changed by the Board of Directors or upon recommendation

by the Volunteer Coordinator with approval from the Board.