



VOLUNTEER JOB DESCRIPTION VOLUNTEER RECRUITMENT COMMITTEE

DESCRIPTION

It is the general responsibility of the Volunteer Recruitment Committee to recruit and select new volunteers to serve the sorority at the national level. The committee works closely with the Director of Volunteer Recruitment, VP-Volunteer Engagement, Director of Chapter Services and the Director of Educational Programming to identify areas where additional volunteers are needed and to develop job descriptions for these positions

TIME:

5-7 Hours per month

Participate in volunteer development training

Attend the national convention

TERM: 2-year term

APPOINTED BY: Vice President-Volunteer Engagement

APPROVED BY: National President in consultation with National Council

SUPPORTED BY: Vice President-Volunteer Engagement and Director of Volunteer Recruitment

NATIONAL OFFICE STAFF CONTACT: Director of Educational Programming and Director of Chapter Services

PROVIDES SUPPORT TO: Alumnae and Director of Volunteer Recruitment

RESPONSIBILITIES

Follow the comprehensive recruitment plan as developed by the Director of Volunteer Recruitment

- The goal is to attract qualified volunteers from a diverse range of backgrounds

Review applications and applications submitted by potential volunteers

- Conduct preliminary interviews to assess their skills, experience, and fit for the sorority

Make recommendations to the VP-Volunteer Engagement and Director of Volunteer Recruitment regarding the selection of new volunteers and their placement in specific roles

Ensure that all volunteers are adhering to the sorority's policies and procedures, and taking appropriate action in any violations occur

Any additional duties assigned by the Director of Volunteer Recruitment

Stay informed and updated on Sorority initiatives, programs and best practices for chapter operations and programs, and positively advocate for their sound implementation

- Read and be familiar with:

- Sorority Bylaws and Policies
 - This information is available under HQDocs found on PhiPortal
- Provide positive and consistent support for Sorority decisions, programs and initiatives
- Attend training opportunities in person and online, as requested

Follow and support general volunteer responsibilities

- Uphold all state and federal laws
- Uphold all policies and procedures
- Attend biennial Convention, Summer Leadership and/or any other AEPi development opportunities and meetings, as requested
- Maintain current and accurate information in Sorority database
- Respond promptly within 48 hours to all forms of communication regarding volunteer role
- Maintain confidentiality around Sorority, chapter and member business