

Chesapeake Human Resources Association CHRA Leader and Committee Description Sheet

Role (Title): Director, Volunteer Development

Committee Name: Volunteer Development

(Name) Committee Charter:

Coordinate annual volunteer recognition event (May '06) and respond to inquiries from CHRA members who are interested in joining a committee (match interests to the needs of each committee)

(Title) Role Description:

Develops a succession plan for association leadership positions. Maintains volunteer database. Recruits and assigns volunteer staff to committees. Provides recognition event and activities for volunteers.

(Title) Activity Descriptions (e.g.'s noted in bullets, below):

- ✓ **Committee Chair(s) time commitment:** Attendance at monthly board meetings. When possible, attendance at monthly program.
- ✓ **Committee Chair(s) specific/typical activities required:** Coordination of annual recognition event.
- ✓ **Other:**

Committee (Name) Description of Expectations:

- ✓ **Time Commitment of committee members:** assist with annual recognition event. Attend board meetings in director's absence.
- ✓ **Frequency of meetings:** as needed , more frequently in the 2-3 months prior to recognition event.
- ✓ **Meeting participation guidelines:** none
- ✓ **Types of contributions needed from committee members:** attendance at meetings to talk to members about volunteer opps, respond to emails & voicemails as needed.
- ✓ **Benefits of specific learning opportunities for committee members:** better understanding of the CHRA as an organization and the value that each committee provides to our members
- ✓ **Other:**