

## **Volunteer Coordinator**

### **Overview of Responsibilities:**

The role of the Volunteer Coordinator is to facilitate the volunteer process as directed by the NCSH officers and Board of Directors.

### **Responsibilities:**

1. Contact members who have expressed an interest in volunteering with NCSH.
2. Keep an electronic list of members interested in volunteering including any particular areas in which they have an interest.
3. Provide volunteer list as needed or requested.
4. Contact interested members as needed to fulfill various tasks associated with the Annual Meeting or other NCSH activities.
5. Perform duties as assigned by the NCSH President.

### **Time Commitment during Year:**

Will vary depending on the time of the year, but on average 2 – 4 hours per month.

### **Time Commitment during NCSH Annual Meeting:**

There is no time required at the Annual Meeting. The Volunteer Coordinator is encouraged to attend the Annual Meeting and volunteer as needed.

### **Qualifications:**

The individual should have been a member of NCSH for one year prior to appointment.

### **Selection Process:**

Qualified individuals will notify the NCSH President of their interest in the position. The President with approval from the other officers will appoint an individual to this position.

### **Term of Position:**

There is no term limit for this position.

### **Accountable to:**

The Volunteer Coordinator is accountable to the NCSH President and Board of Directors. While the Volunteer Coordinator does not have formal voting rights, they are encouraged to give input prior to scheduled meetings or by attending NCSH officer meetings.

### **Funding:**

None

### **Vacancy:**

If there is a vacancy in this position, a qualified member will be appointed by the NCSH President with approval from the other officers.