

VOLUNTEER COMMITTEE CHARTER



PURPOSE

The purpose of the Volunteer Committee is to recruit and organize unpaid volunteers to assist the board with the run of the festival and other related events throughout the year.

REVIEW OF CHARTER

This charter is reviewed and reassessed by the Volunteer Committee annually and any proposed changes are submitted to the Board of Directors for final approval.

STRUCTURE

The Volunteer Committee consists of four or more members appointed by and serving at the direction of the Chair of the Volunteer Committee, also known as the Volunteer Coordinator. The Volunteer Coordinator shall be appointed and confirmed by the Board of Directors and preferably should be a Board member. A Co-Chair will be appointed by the Volunteer Coordinator. All Committee members must possess experience in organizing people and events. A quorum of any meeting of the Volunteer Committee shall consist of a majority of its voting members (75%).

MEETING, AGENDA, AND REPORTS

Meetings are to be held at least eight times annually and additionally on an as-needed basis. The Volunteer Coordinator, in collaboration with the Co-Chair, is responsible for scheduling and planning meetings of the Committee. An agenda and relevant materials created by the Coordinator will be sent to the Committee members in advance of each meeting. Minutes for all meetings shall be drafted by the committee designee and reviewed by the Chair, and shall be approved by the Committee members at the following meeting. The minutes shall be made available via Google Drive. The Committee shall submit monthly reports (verbal or written) to the Board of Directors.

AUTHORITY + RESPONSIBILITIES

PRIMARY RESPONSIBILITIES

- Recruit and interview unpaid volunteers using social media, word of mouth, and all other available resources.
- Create and/or review a Volunteer Guide annually to describe the responsibilities and expectations of volunteers for each event.
- Work with the Experience Committee to determine the number of volunteers needed as well as the roles needing to be filled.
- Organize and manage volunteers during the Stamped Film Festival and all associated events.
- Retain volunteer interest by planning and organizing a volunteer appreciation event annually and providing additional benefits as available.

COMMITTEE ROLE DESCRIPTIONS



OVERVIEW

The Volunteer Committee recruits and efficiently organizes event volunteers who are dedicated to creating an atmosphere that aligns with the organization's mission and vision. The Committee manages the execution of these initiatives by partnering primarily with the Experience Committee to determine the roles volunteers can fill.

COMMITTEE CHAIR

The Committee Chair is primarily responsible for choosing volunteers and creating a volunteer schedule for events, including scheduling and running volunteer orientation meetings. The Chair is also responsible for scheduling committee meetings, creating meeting agendas, and providing committee updates to the Board of Directors.

COMMITTEE CO-CHAIR

The Committee Co-Chair is responsible for keeping the volunteer application up-to-date, assisting with volunteer orientation meetings, and responding to volunteer inquiries received from the Stamped website. The Co-Chair is also responsible for communicating with local GSA groups for volunteer purposes and any other assistance requested by the Committee Chair.

COMMITTEE MEMBERS

All committee members are required to attend committee meetings, either in person (preferred) or by phone, and must not miss more than two committee meetings in a calendar year. Committee members will be responsible for tasks assigned by the Chair and Co-Chair and expressing any needs or concerns they may have at any time. Members should participate in training as necessary.

ABILITIES + SKILLS

PERSONAL

- Ability to fulfill the annual time commitment (multiple events throughout the year).
- Willing and able to serve as an organizational ambassador.
- Demonstrate honesty, integrity, and respect for others.
- Possess solid communication skills.
- Nurture connections/networks within the community to further develop partnerships.

PROFESSIONAL

- Familiarity with people management.
- Organizational ability with regards to people and events.
- Possess creative thinking to come up with new recruitment and appreciation ideas.
- Great leadership ability.