# Director of Volunteers

Reporting to the VP Programs, the Director of Volunteers is responsible for the development and maintenance of a Chapter volunteers and for continued growth through recruiting and retaining

## Recruit and Retain Volunteers

* Establish and maintain an active volunteer drive, including a documented plan and partnering with other Board members to identify and develop volunteer opportunities.
* Conduct periodic presentations to chapter members for prospective volunteers.The Director can also coordinate these presentations with other Chapter Board members.
* Develop and implement a volunteer retention plan.
* Send out information on PMI and the Nova Scotia Chapter to potential members upon request.
* Receive names of potential volunteers through direct e-mail or annual surveys or any other method.
* Prepare and execute an orientation to each new volunteer coordinating with respective Board Members

1. **Volunteer Records Management**

* Maintain a list of active volunteers.
* Distribute names of potential volunteers to appropriate Directors.
* Assist Board members in identifying volunteer opportunities and developing job descriptions.
* Control Board use of the Volunteer Relationship Management System (VRMS).

## Volunteer Recognition

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* Organize Annual Volunteer Appreciation Event
* Coordinate Volunteer of the year nomination and Selection process
* Recognize active volunteers (ex” Volunteer of the Month etc)

## Other Duties

* Prepare and present a status report at the Board meeting.
* Prepare the Volunteers section of the Annual Report to the membership.
* Review this document yearly by November 2023 and make changes and/or updates as required

Updated By: Mahbubur Rahman July 8, 2024

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Updated by: Tanya Dent