



**PCMA Southeast Chapter
Board of Directors Position Description**

Position Title: *Director of Volunteers*
Reports to: Chapter President

POSITION SUMMARY:

The Director of Volunteers is responsible for recruiting, retaining and rewarding volunteers for the PCMA SE Chapter's Committees. This position is responsible for leading the chapter's Volunteers Committee of Volunteers on all volunteer recruitment initiatives of the PCMA SE Chapter.

Statement of Purpose: Recruiting volunteers for the Chapter's committees

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Board & Leadership

- Accordance with all bylaws and policies mandated by Chapter and PCMA National
- Attend and participate in monthly board meetings, which are conference call and in-person throughout the year
- Attend and participate in an annual board retreat (typically Thursday – Saturday)
- Organize, manage and lead a committee of volunteers
- Accountability for tracking and execution of operational tasks relating to position
- Support initiatives and programs held by the chapter
- Manage budget for any associated costs for Chapter's volunteer recruitment programs
- Create a succession plan and train successor toward end of term

Volunteer Recruitment

- Help to recruit new PCMA SE Volunteers at meetings, via phone calls, email and social media
- Collect and lead the vote on Quarterly Award Winners for the Volunteer of the Quarter and Volunteer of the Year
- Solicit potential nominees and deserving award applicants for PCMA SE Chapter Scholarships
- Update and maintain a volunteer database and ensure that members are in good membership standing with PCMA National
- Manage the scholarship application and voting process for the annual PCMA Convening Leaders scholarship recipient

Website, Social Media & Online Community Management

- Write and submit volunteer information for Chapter News on website and subsequent newsletter
- Assist with social media postings to generate volunteer interest

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledgeable of PCMA
- Ability to outline needs, target prospects, and effectively engage membership for volunteer participation
- Ability to work in a fast-paced environment and meet deadlines
- Ability to work on own and delegate tasks
- An excellent, open, articulate, and personable communicator with diplomatic and persuasive communication skills
- Proficient in MS Office (Word, Excel, PowerPoint)

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Ability to perform work utilizing a computer for extended periods of time
- Ability to sit for extended periods of time in performing work
- Ability to travel by air or ground transportation as required in performing the work and abilities as described to perform the job on a consistent basis.