



President Elect Committee Member

Position: Director of Volunteers	Expected Duration: 1 year renewable
Reporting to: President Elect	Expected # PDUs: hours served
# Positions Open: 1	Last Revised Date: 05/06/2023

Position Overview: Recruit and manage PMICAC volunteers and the volunteer intake process.

Essential Job Functions: The Director of Volunteers will maintain the current volunteer list, obtain the necessary information from volunteer candidates, manage the volunteer job descriptions and help recruit volunteers for PMICAC. This person will work with a member of the Communications team to ensure the PMICAC website is always current with all volunteer opportunities and job descriptions. This person will also work with the Administration team to help maintain the chapter Committee/Projects portfolio when new volunteer opportunities are identified. The Director of Volunteers assists with the annual Volunteer/new member luncheon planning and execution.

The Director of Volunteers reports to the President Elect and provides monthly updates to be shared by the President Elect at the Board of Directors meetings.

Expanded Job Functions: Manage a support committee, if necessary

Skill Requirements: A people person, Social and Recruiting Skills

Other Skills/Abilities: Basic Project Management Qualities.

Expected Time Requirements: 7 - 10 hours/month

NOTE: This job description is not intended to be all-inclusive. Volunteers may perform other related duties as negotiated to meet the ongoing needs of the organization. PDUs will be awarded commensurate with the activities performed.