
Volunteer Position Description

VOLUNTEER POSITION DESCRIPTION

Mayberry Community Board

POSITION TITLE:

President

TIME REQUIRED:

Monthly board meetings, lasting approximately 90 minutes each. An Executive Committee meeting lasting 30 minutes is held prior to each meeting. Term of service is one year.

LOCATION:

The Mayberry Community Board meets in the Conference Room of the Mayberry Chamber of Commerce.

GENERAL PURPOSE:

To facilitate and provide leadership to the community board for developing and implementing civic, educational, leadership and volunteer programs.

SPECIFIC RESPONSIBILITIES:

- Serve as the official county representative at organizational and community activities.
- Prepare agendas for quarterly meetings (4th Monday in January, April, July, October) two weeks prior to the meeting for distribution.
- Presides over Board and organizational meetings using parliamentary procedures during business portions.
- Coordinate member interest survey's with county Vice President for Program for committee appointments.
- Appoint program/project committees with the appropriate officers and committee chairpersons.
- Facilitates project implementation with officers, chairs, members and volunteers.
- Serves as Executive Committee Chair for all business decisions.
- Facilitates annual leadership and officers educational program with President-Elect.
- Mentors the President-Elect.

QUALIFICATIONS:

- Written and verbal communication skills

- Organizational skills
- People skills; consensus builder
- Leadership and followership skills
- Facilitation skills
- A working knowledge of parliamentary procedure
- Previous service as an officer or committee chair
- Completed leadership development workshop

BENEFITS:

- The opportunity to work with youth and/or adults, providing positive support and growth experiences
- Receive intrinsic and extrinsic rewards at volunteer recognition events
- Volunteer development opportunities
- Opportunities to share your skills, talents and interests
- Orientation provided by volunteer administrator
- Research shows that volunteering promotes improved health
- Opportunity to make a difference in the lives of others
- Use office supplies and materials
- Volunteer Administrator will be available for consultation, guidance and direction.

SALARY:

Unsalaries; volunteer. This position does not imply employment with the organization.

SUPERVISOR:

Name: _____

Title: _____

Address: _____

City, State, Zip: _____

Phones: _____

Fax: _____

e-mail: _____

“I have read, understand and agree to fulfill the purpose and responsibilities of this volunteer position and further agree to accept guidance and direction from the supervisor. I am committing to involve individuals regardless of race, color, age, sex, religion, disability or national origin in educational experiences in cooperation with other

volunteers and the Volunteer Administrator. I also understand that failure to fulfill the purpose and responsibilities of the volunteer position and to accept guidance and direction from the supervisor could result in suspension of my position. I also understand that this volunteer position is renewable annually; I will notify the supervising professional if I am no longer interested in serving.”

SIGNATURES:

Signature of volunteer Date

Signature of supervisor Date