

**TITLE: Volunteer Coordinator**

Date: 07/23/2014

Approval:

Original Approval: 07/23/2014

Colorado HFMA Chapter Board President

Reviewed:

Revised:

\*\*Cross-Reference

Purpose: To ensure that Chapter volunteers are leveraged effectively by the Chapter.

Objective: To ensure that Chapter volunteer needs and volunteers are coordinated to best match chapter needs and volunteer skill sets.

- A. Each Committee Chair is responsible for emailing the Volunteer Coordinator their committee's volunteer needs, including the time commitment, skill set needed, and a basic job description.
- B. Each Committee Chair is responsible for providing their committee's regular meeting times to the Volunteer Coordinator.
- C. The Volunteer Coordinator will track volunteer needs and all the committees' regular meeting times in a database.
- D. When a potential volunteer is identified, the Member will email the volunteer's contact information to the Volunteer Coordinator. When a volunteer emails the request via the Chapter website link "Volunteer Opportunities," the email will be routed to both the Volunteer Coordinator and the Chapter President.
- E. The Volunteer Coordinator will contact the person to assess their skills, interests, and time commitment and will match them to a need in the Chapter.
- F. The Volunteer Coordinator will introduce the volunteer to the appropriate Committee Chair via email.
- G. Chapter Officers and Chairs may view the database to find volunteers in the Chapter Leaders tab on the Chapter website.
- H. The Volunteer Coordinator will document the resolution in the database:
  - Volunteer successfully matched with a committee
  - Volunteer interests or skills not a match for an open position
  - Volunteer wants to be considered for other open positions

DRAFT