

ATD-PHL Board Member Job Descriptions

The Vice-President of Volunteers:

The Vice President of Volunteers has the following duties:

- Actively recruit ATD Philadelphia members to volunteer based on their individual interests, talents, and time by attending events, using existing networks, and reaching out to existing members. Encourage nonmembers to join and become involved with the chapter. Partner with other Board members to fill vacancies on various committees based on volunteer response and Board members' needs.
- Build a pipeline of volunteers to increase overall management of the membership and assist in succession planning to improve the sustainability of the Board.
- Attend regularly scheduled board meetings.
- Prepare a report for the meetings.
- Adhere to the members code of conduct.

The Vice President of Volunteers will be responsible for achieving the following outcomes within the first year:

- Increase the number of volunteers by a minimum of 10 in various capacities.
- Develop a succession plan for each VP by working with Board members.
- Identify new opportunities to recruit volunteers (this can be done by creating new committees reporting to Directors or a VP).
- Make recommendations to the Board for retaining and supporting volunteers.