

# Greenville Unitarian Universalist Fellowship

## **Committee Charter**

### **Volunteer Coordination Committee**

Replaces "Volunteer Coordinator" dated 4/2003  
Approved by Program Council August 6, 2014  
Approved by Board August 13, 2014

#### **Mission:**

To develop and celebrate volunteerism within the life of the Fellowship.

#### **Qualifications for Chair:**

Able to encourage, influence, and organize people. Understands and values the essential need for volunteers within the Fellowship. Has participated as a volunteer within GUUF and outside GUUF.

#### **Qualifications for Vice-Chair and Members:**

#### **Overall Responsibilities:**

To develop and sustain a system for volunteering. Match talents and skills with need. Help direct training of volunteers and maintain awareness of volunteer activity. The Volunteer Coordination Committee is not directly responsible for providing volunteers for any activity or program. Rather, this committee is charged with developing and implementing the system and environment for informing, motivating, recruiting, referring interested people to the appropriate committee or leader.

#### **Functions:**

1. Committee chair is a member of the Program Council and participates in their monthly meetings.
2. Recruit, select, train and work with committee members.
3. Work closely with other committees, leadership and staff as appropriate to coordinate efforts.
4. Submit article/notice/announcements to the Spark and/or Flame as appropriate to publicize the work and needs of the committee as well as overall volunteer opportunities.
5. Develop and recommend an annual budget to accomplish the committee's work.
6. Work within the allocated budget to be a good steward of the resources.
7. Promote volunteerism within the Fellowship.
8. Plan and coordinate an annual event (the Volunteer Fair) preferably in late spring to inform, motivate and recruit volunteers for the various committees, events, ministries, etc. Committee chairs and leaders have the responsibility to participate in the volunteer recruitment event to showcase their needs and recruit volunteers.

9. Review and revise "Time & Talent" survey as necessary to reflect current volunteer needs.
10. Distribute "Time & Talent" survey by email to members and friends in September and compile results. Provide results to committee chairs/leaders/ etc. as appropriate. Ensure that the survey is also given to new members as they join during the year and continuously refer interested people to appropriate committee chair or leader.
11. Plan and coordinate a volunteer appreciation recognition during a Sunday Service, preferably in late spring.
12. Develop method for receiving feedback from volunteers and committee chairs to continuously improve the volunteer information, recruitment, selection, participation experience.