

Greenville Unitarian Universalist Fellowship  
Committee Charter  
**Volunteer Involvement Committee**

Approved by Program Council June 2023

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**Mission:**

To develop and celebrate volunteer engagement within the life of the Fellowship.

**Qualifications for Chair:**

Understands and values the essential need for volunteer engagement within the Fellowship as a function of our shared ministry. Ability to encourage, influence and organize people and to connect individuals with committees and activities of their interests. Has participated as a volunteer within and outside of GUUF.

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

Willingness to promote involvement and approach individuals to connect them to their interests and the needs of the Fellowship

**Overall Responsibilities:**

The Involvement Coordination Committee is charged with developing and implementing a system and environment for informing, motivating, recruiting and connecting interested individuals to appropriate committees or leaders. It is not directly responsible for providing volunteers for any program or activity.

To develop and sustain systems for volunteer engagement which matches individuals' talents and interests and connects them to appropriate committee chairs and activity leaders.

**Functions:**

1. The Committee Chair is a member of Program Council and participates in their monthly meetings.
2. Work closely with other committees, leadership and staff as appropriate to coordinate efforts.
3. Recruit, train and work with committee members.
4. Develop and recommend an annual budget to accomplish the committee's work.
5. Work within the allocated budget to be a good steward of resources.
6. Promote engagement within the Fellowship.
7. Submit articles/ notices/ announcements to the ENews as appropriate to publicize the work and needs of the committee and overall Fellowship opportunities.
8. Maintain an Involvement Opportunities presence (e.g., poster board) after services at Coffee Hour to publicize current involvement activities.
9. Plan and coordinate an annual event, a Volunteer Engagement and Involvement Fair, preferable in early fall to inform, motivate and recruit individuals for various committees, activities, events, ministries, etc. Committee Chairs and leaders have the responsibility to participate in the volunteer recruitment event to showcase their needs and recruit volunteers.

10. Collaborate with Membership Chair to receive new members' "Connect With GUUF" Forms. Communicate with new members to determine their priorities for involvement and connect them with the appropriate committee chairperson or activity leader.
11. Plan and coordinate a Volunteer Recognition during a Sunday service preferably in the late spring.
12. Develop a method for receiving feedback from volunteers and committee chairs to continuously improve the individual's recruitment, orientation and participation experience.