

# Director of Volunteering

## Role Description

The Director of Volunteering will be responsible for coordinating and carrying out tasks to recruit and onboard new volunteers into the PMI Tasmania Chapter. The Director of Volunteering is an Executive Officer of the Association in accordance with the Chapter's Bylaws and Articles of Association. The Director of Volunteering shall:

- Work to retain, engage, recognise and develop existing volunteers
- Participate in the Board's annual strategic planning activities
- Develop and maintain a volunteering framework that supports onboarding, development, promotion and recognition of volunteers and the outcomes of the Chapter
- Post and promote openings for new volunteer positions
- Receive and onboard candidates for new volunteer positions
- Work with Board and Directors to place volunteers into roles that work best for their interests, talents/skills, time availability, etc
- Develop and update the onboarding checklist to setup each volunteer for success in their new role
- Create and maintain procedures and documentation to facilitate volunteer onboarding and training
- Assist with Volunteer orientation and other volunteer training and engagement activities
- Provide messaging/content for inclusion on the Chapter's website and other promotional materials

## Expectations as a Board Member

The Chapter's business and operations are controlled by the Chapter's Board. As a Board member, you will be required to:

- Make decisions objectively in the interest of the Chapter
- Input into and execute the Chapter's strategy and policymaking
- Actively contribute to and assist the Board to advance the Chapter's mission, vision and execute its strategy
- Undertake any specific responsibilities or tasks requested by the Board, as required
- Encourage effective communication, collaboration and productivity within the whole organisation, especially among and between Board members, Chapter members, PMI and other stakeholders
- Provide strategic guidance and assistance as needed
- Participate in Board committees and task groups as needed

## Estimated Time Commitment

Estimated volunteer hours: 10 hours per month

