

POSITION TITLE: Membership & Volunteer Director

AUTHORITY

The board of directors is the legal authority for the community league.

The membership director has the authority to purchase membership supplies from the EFCL on an annual basis.

TERM OF OFFICE is 2 years.

GENERAL DUTIES/REQUIREMENTS

- A director is expected to be fully informed on community league matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
- Commit to the work of the organization.
- Review the board's conduct and monitor its performance to ensure compliance with bylaws and policies.
- Speak positively of the league and assist in developing and maintaining positive relations among the board, committees and communities to enhance the league's mission.
- Orient new board members.
- Prepare for and arrive on time for all required meetings.
- Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
- Review the bylaws and recommend changes to the membership.
- Participate in the development of the league's organizational plan, annual review and budget.
- Approve the budget and other financial matters.
- Prepare and present required reports at board meetings.
- Prepare and present an annual report at the annual general meeting.

RESPONSIBILITIES

- Manages membership and volunteer recruitment drives. Recruits and supervises volunteer canvassers.
- Prepares and updates records for both membership and volunteer lists (including volunteer potential from Abundant Community database)
- Orders membership supplies from the EFCL website.
- Check online membership sales at efcl.org and distributes cards and skate tags
- Attend (or recruit volunteers to attend) sports/program registrations to sell memberships as required
- Attend (or recruit volunteers to attend) social events to sell memberships as required
- Reviews and prepares policy and procedures with respect to membership and volunteers.
- Recommends fee structure and strategies to increase membership, and updates EFCL website to ensure fees are accurate.
- Establishes contact with all volunteers, and provides a list of yearly events, programs, sports, etc. that they might be interested in.

- Canvass for volunteers as needed by program, social, sport or other directors, and include a list of required positions and duties. Schedule/arrange for training if required.
- Provide schedule and oversee volunteers at social or sport event
- Draft an evaluation form for volunteers and have volunteers fill out at the end of each event.
- Provide report based on evaluation forms back to social/event or program director.
- Sent a Thank You on behalf of the league to all volunteers post event.
- Work with social/events director to host a yearly League Volunteer Appreciation event.
*Needs board approved budget
-