Volunteer Coordinator
 (General Requirements)

- Responsible to attend all designated cc meetings
- Return all convention-related inquiries or requests no later than 2-3 business days (if information needed will take longer, a courteous response/update is needed)
- Obtain approval for all letters and publications from the Board and 'cc' the Convention Coordinator before sending them out
- Notify Volunteer Coordinator of any volunteers needed

(Committee Specific Requirements)

- Work with Board Rep to obtain volunteer offers from previous Convention evaluations
- Distribute appropriate registration forms to Committee Heads
- Distribute appropriate registration forms to volunteers, as needed (Full time, etc.)
- Work with Committee Heads to determine their specific volunteer needs
- Develop list of volunteers based upon Committee Head requests and generate time/slot/location list. (utilize registration lists and other sources to fill slots as needed)
- Provide each committee head with required number of vouchers to committee heads.
- Find people to introduce speakers for each workshop (utilize Runners as needed) <u>Exceptions</u> will be main speakers, which will be covered by host families and Board members and then create Master list for all introductions of all workshops
- Provide all registration forms and payments (if any) for Committee Heads and full-time volunteers to registration for data entry
- Obtain all Committee Head, Board, and full-time volunteer name badges from registration to prepare with appropriate ribbons and vouchers (based on Volunteer policy)
- Gather and provide a list of all volunteer meals needed to Hospitality (based on Volunteer policy)
- During the convention, hold volunteer orientation (of provide an orientation packet) to explain rules of volunteering.
- During convention, ensure volunteers are supporting the convention as agreed upon
- During convention, work with Hospitality to monitor meals (check list of those eating, etc.)

- During convention, be flexible and prepared to fill in or provide volunteers as needed
- Post-Convention send thank you notes to Speaker Hosts, volunteers that worked in your committee only, and any volunteers not covered under a specific committee
- Post-convention sends any reports requested by Convention Coordinator or Board within 30 days of convention
- Let the Convention Coordinator know if you are willing to volunteer again. If not, obtain Board approval for your recommended replacement so that you may begin training them.