# VOLUNTEER POSITION DESCRIPTION

**Volunteer Committee Member**

### Title:

Aphasia Association of Nova Scotia (Aphasia Nova Scotia) Volunteer Committee member

### Role:

The role of the Aphasia Nova Scotia Volunteer Committee is to recruit, orient, and train volunteers to further the work of Aphasia Nova Scotia and its subcommittees.

### Responsibilities:

The Aphasia Nova Scotia Volunteer Committee shall:

* Identify target demographic groups whose members would be likely to share common interests with Aphasia Nova Scotia.
* Maintain a list of websites to advertise volunteer positions and a list of contacts to email when recruiting new volunteers.
* Work with the Aphasia Nova Scotia Communications Committee to create recruitment advertisements and to post open positions on the website.
* Collect applications and resumes of potential volunteers. Interview them and evaluate their interests/skill sets to place the volunteer where they can best be used and where they will have a satisfying volunteer experience.
* Collect confidentiality agreements and criminal record checks of new volunteers.
* Follow-up with new volunteers after 3, 6, and 12 months to ensure satisfaction with their experience.
* Maintain a list of current and past volunteers.
* Develop orientation materials and protocols for new volunteers.
* Develop professional development and training resources (e.g., facilitated conversation, aphasia-friendly print materials).
* Support the Board of Directors (BOD) in the development of volunteer related policies.
* With BOD, organize and implement gestures of volunteer recognition.

### Members:

Members of the Aphasia NS Volunteer Committee shall include:

* The Chair (Volunteer Coordinator)
* The President and/or Vice President as ex-officio member
* Minimum of four other members

All members of the committee shall be voting memberswith the exception of ex-officio members; however other volunteers assisting on sub-committees created for specific projects shall not be voting members.

### Frequency of meetings and manner of call:

The Volunteer Committee shall meet monthly as required at the call of the Committee Chair. Meetings may be conducted via electronic format (e.g., Skype).

### Quorum

A majority of the committee members entitled to vote constitutes a quorum.

### Resources

Aphasia Nova Scotia Google Docs is used for Volunteer Committee documents. Link and access granted by Committee Chair.

### Reporting

#### The Chair of the Aphasia Nova Scotia Volunteer Committee shall provide a written and verbal report to the Board on the activities of the committee at each regularly scheduled Board meeting.

Last updated: December 2019

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