

Volunteer Committee

Committee Lead

Reports to: GVIAS Board of Directors

Liaises with:

- BitF Production Team
- Dustcovery Production
- Recharge Production
- Culture Committee
- Leadership Committee
- General Description

Role

The Volunteer Committee exists to consolidate the volunteer recruitment and volunteer management roles across all of GVIAS's events in an effort to realize efficiencies and ensure knowledge transfer. Primary responsibilities include the management of Volcor, on-boarding of leaders to use the system, volunteer recruitment and management, and volunteer recognition.

Organizational Goals & Responsibilities

- Management of volunteer roster, i.e. replies to year-round open volunteer form, ensuring those that have expressed interest get contacted during active recruitment cycles;
- Management of Volcor (or any replacement program) and on-boarding of producers and leads;
- Works with BoD and Leadership Committee to update Leadership Recruitment Survey;
- Works with Communications Committee about social media postings and newsletter callouts required to recruit volunteers as needed for the organization;
- Liaise with Producers, Associate Producer or Team Leads in determining volunteer needs and management of direct correspondence to volunteers;
- Organize Volunteer BBQ/Party in lead up to BitF to aid in recruitment and education of what volunteer opportunities exist;

- Organization and management of volunteer recognition (i.e. volunteer BBQ for BitF, swag for event volunteers, other ideas for other volunteers).

Expectations

- Timely communication with all teams requiring volunteer recruitment;
- Management of volunteer forms and confidential information collected;
- Keep regular and accurate minutes of any committee meetings;
- Use G-Suite and Drive to store all materials to ensure continuity of knowledge;
- Report to the BoD and community annually at the AGM;
- Follow the Code of Conduct in all interactions;
- Follow all applicable BoD approved policies.

Commitment: Year-round

Term: One or two years

Monthly: One hour per week, with additional hours per week in lead up to any event

Multiple Terms: yes

Role Requirements

- Good verbal and written communication skills;
- Organized and good with time management;
- One of the following:
 - Experience as a Volunteer Lead in past GVIAS event or in another Burner organization;
 - Experience at least 1 year at the Producer, Ass-Prod, or Team Lead level in a GVIAS event;
 - Previous experience in volunteer management or recruitment in another for-profit or non-profit event;
 - Other life experience in leadership or management capacity.

Confidentiality agreement and Code of Conduct apply.

Volunteer Coordinator

Reports to: *Committee Leads*

Liaises with:

- *Event Producers*
- *Leads of their teams*

Role

The Volunteer Committee exists to consolidate the volunteer recruitment and volunteer management roles across all of GVIAS's events in an effort to realize efficiencies and ensure knowledge transfer. Primary responsibilities include the management of Volcor, on-boarding of leaders to use the system, volunteer recruitment and management, and volunteer recognition.

Organizational Goals & Responsibilities

- *Management of volunteer roster, i.e. replies to year-round open volunteer form;*
- *Management of Volcor (or any replacement program) and on-boarding of producers and leads;*
- *Liaise with Producers, Associate Producer or Team Leads in determining volunteer needs and management of direct correspondence to volunteers;*
- *Onboarding Producers and Leads;*
- *Keeping volunteer database up to date;*
- *Keeping Drive folders up-to-date and organized;*
- *Regular communication with volunteers.*

Expectations

- *Timely communication with all teams requiring volunteer recruitment;*
- *Management of volunteer forms and confidential information collected;*
- *Keep regular and accurate minutes of any committee meetings;*
- *Use G-Suite and Drive to store all materials to ensure continuity of knowledge;*
- *Report to the BoD and community annually at the AGM;*
- *Follow the Code of Conduct in all interactions;*
- *Follow all applicable BoD approved policies.*

Commitment: *Year-round*

Term: *One or two years*



Monthly: *One to seven hours per week, with additional hours per week in lead up to any event*

Multiple Terms: *yes*

Recruitment: *January of February*

Skills/Experience

- *Good verbal and written communication skills*
- *Organized and good with time management*
- *One of the following:*
 - *Experience as a Volunteer Coordinator at past GVIAS event or another Burner organization*
 - *Experience as a Team Lead for a GVIAS or other Burner organization event*
 - *Previous experience in volunteer management or recruitment in another for-profit or non-profit event*

*Confidentiality agreement and **Code of Conduct** apply.*



Commitment: Year round.

Term: 1 to 2 years

Monthly: One hour per week, with additional hours per week in lead up to any event

Multiple Terms: yes

Skills/Experience

- Good verbal and written communication skills;
- Organized and good with time management.
- One of the following:
 - Experience as a Volunteer Lead in past GVIAS event or in another Burner organization;
 - Experience at at least 1 year at the Producer, Ass-Prod, or Team Lead level in a GVIAS event;
 - Previous experience in volunteer management or recruitment in another for-profit or non-profit event;
 - Other life experience in leadership or management capacity.