

Volunteer Committee

There are two positions within the volunteer committee - Volunteer Coordinator and Volunteer Committee Lead

Volunteer Coordinator

Reports to: GVIAS Board of Directors

Liases with:

- Event Producers
- Leads of their teams

Role

The Volunteer Committee oversees volunteer recruitment across all of GVIAS's events. Primary responsibilities include volunteer recruitment and management, volunteer recognition, and managing the volunteer coordination software (including providing software training to new leaders).

Committee Organizational Goals & Responsibilities:

- Manage volunteer roster (i.e. reply to year-round open volunteer form);
- Manage of volunteer management system and on-board leads;
- Liaise with event leaders to determine volunteer requirements;
- Manage direct correspondence with volunteers;
- Manage volunteer forms and the confidential information collected;
- Keep GDrive folders up-to-date and organized;
- Regularly communicate with volunteers.

Role Expectations:

- Communicate with all teams requiring volunteer recruitment;
- Create volunteer forms and manage incoming applications;
- 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: 1-7 hours per week, with additional hours per week in lead up to any event

Multiple Terms: yes

Recruitment: January or 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 similar
 - Experience as a Team Lead for a GVIAS or similar.
 - Previous experience in volunteer management or recruitment in another for-profit or non-profit event.

Volunteer Committee Lead

Reports to: GVIAS Board of Directors

Liaises with:

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

Role

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Committee Goals & Responsibilities:

- Manage volunteer roster (i.e. reply to year-round open volunteer form);
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- Regularly communicate with volunteers.

Role Expectations:

- Lead committee by calling and facilitating regular meetings;
- Promote volunteer opportunities with the Communications Committee;
- Organize Volunteer BBQ/Party in lead up to BitF to aid in recruitment and education of what volunteer opportunities exist;
- Organize and manage volunteer recognition activities such as volunteer BBQ for BitF, swag for event volunteers, etc.
- 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.