

SONC Local Committee Volunteer Chair



The Volunteer Chair is an individual that is responsible for establishing and monitoring the volunteer management system. As with all management volunteers, a volunteer screening form and background check must be completed.

Minimum responsibilities:

- Recruit, screen and train new members of the Volunteer Committee
- Adhere to SONC specific and SOI policies regarding volunteer screening
- Attend and fully participate in local committee meetings
- Communicate regularly with committee members, Local Program Coordinator and coaches
- Ensure that an annual volunteer management plan is developed, approved by the Local Program Coordinator, and that it is implemented
- Ensure the recommended duties of the Volunteer Committee are delegated to its members
- Evaluate committee members' service annually to determine if continued membership is recommended, and if increased responsibility should be given, or if they should be removed from the committee or re-routed to another position
- Ensure that a volunteer recognition plan is in place for use by all committees, management teams and local programs
- Train committee chairs and event directors on the volunteer screening process
- Ensure proper files and forms exist on all local volunteers
- Assist with relieving volunteers of their duties when needed or asked
- Evaluate the volunteer plan, goals and objectives annually
- Submit a final report to the local coordinator to assist with the completion of the local accreditation document

Additional potential responsibilities:

- Attend training, competition, fundraising and social events