



TERMS OF REFERENCE

VOLUNTEER COORDINATOR

MAIN PURPOSE OF ROLE:

- To provide a focal point for volunteers and volunteering within the club
- To facilitate the recruitment, retention, recognition and reward of volunteers within the club.

ACTUAL DUTIES INVOLVED

- To identify means of recruiting potential volunteers and to ensure that a policy of open recruitment when advertising for and appointing volunteers is implemented
- To formulate up-to-date Terms of Reference for volunteer positions
- To appoint sufficient volunteers to formulate club committee and sub committees, to organize and support club activities and events
- To ensure that new volunteers are welcomed appropriately and are provided with all relevant information and support (e.g. create a mentoring / buddy system within the club for new volunteers)
- To attend events, tournaments and social evenings to promote and encourage new volunteers
- To ensure individual volunteers are given appropriate support and guidance to maintain their enthusiasm
- To identify means of recognizing and rewarding volunteers
- To nominate volunteers through the RUGBY CANADA Volunteer Recognition Awards (in planning and to be confirmed in the Winter).

LIAISON WITH: The main committee, all club sub committees, new and existing members, local schools, colleges and universities, and the local YDO.

THE POST HOLDER WILL BE RESPONSIBLE TO: The Main Committee

MEETINGS TO ATTEND:

- Main Committee Meetings to advise on the recruitment, retention, recognition and rewarding of volunteers and to advise on the number of volunteers required
- Sub committees by request to give advice and induct new volunteers
- Annual General Meeting if appropriate
- To induct newly appointed volunteers and provide existing volunteers with support and guidance

ESTIMATED TIME COMMITMENT: 2 –4 hours a month

TERM OF ROLE: To be appointed for one year at a time & to retain the role for a max. Of 3 years.

BENEFITS

- Reasonable travel expenses to agreed appearance events at X pence per KM
- Other associated expenses will be paid for by the club as directed by the Treasurer
- Increase in profile within the rugby fraternity and local & national media
- Other benefits as set out by the club

OTHER INFORMATION: This is an essential role within the club, as it provides an opportunity to get to know a wide range of people, in order to formulate a strong volunteer workforce