



Volunteer Relations Committee

Description

The primary responsibility of the Volunteer Relations Committee is to recruit and engage volunteers who are willing to donate time and talent in fulfillment of the mission of this organization. The composition of the committee is described in the bylaws of Habitat for Humanity of Franklin County. The committee shall elect a chair, meet at least once per month, and keep a record of all activities and decisions.

The work of the committee revolves around three major areas.

1. Volunteer Recruitment

- Plan and execute volunteer recruitment activities.
- Orient new volunteers to the mission of Habitat for Humanity and the needs of this affiliate.
- Maintain a Volunteer Information Database that includes contact information and identifies the specific skills each volunteer brings to the organization.

2. Volunteer Coordination

- Identify, with the help of the Volunteer Information Database, volunteers who can assist with the mission of the organization on an as-needed basis. This includes, but is not limited to, cooking, data entry, phone calling, assisting at fund raising events, working on a construction site.
- Contact volunteers with skills suited to the needs of a given event (e.g., fund raising, construction, outreach) and coordinate their participation in said event.
- Communicate the organization's need for volunteers to its supports and to the public at large.
- Greet volunteers at the events at which they are volunteering and ensure that they are properly oriented and comfortable with their role.
- Secure Volunteer Liability Waiver forms from every volunteer on a work site.

3. Volunteer Recognition

- Recognize and thank volunteers.

Logistics

- Submit a monthly report of activities to the Board of Directors prior to each monthly meeting of the Board. This report is to include a summary of the number of new volunteers recruited, the number of volunteers active in the past month and the areas in which they were active, the committee's plans for the coming months, and any concerns the committee may wish to bring to the attention of the Board of Directors.
- Submit a budget to the Board of Directors at its April meeting each year.
- Contribute information on the committee's accomplishments to the Annual Report
- Attend (committee chair) quarterly Committee Chairs' Roundtable meetings.
- Intersect (primarily, but not necessarily exclusively) with the following committee(s) and officer(s):

- Outreach Committee (to assist with publicity efforts and to identify any new volunteers who may desire to serve in an Outreach capacity)
- Site Selection and Construction (to coordinate work day volunteer needs and communicate those needs to our pool of construction volunteers)