

# Volunteer Committee

## Terms of Reference

### Canadian Hemophilia Society – Manitoba Chapter

#### I. PURPOSE:

To develop a Volunteer Recruitment and Retention program that will encourage participation from the CHS-MC membership and welcome participation from the general public. To demonstrate the value of volunteers to CHS-MC and to support and train these volunteers. To recruit volunteers to fill the needs of CHS-MC projects,

#### II. REPORTING RELATIONSHIP:

Reporting directly to the Board of Directors of the CHS-MC.

#### III. MEMBERSHIP:

**Chair:** The chair of the committee is appointed by the members of the Volunteer Committee and serves for a term prescribed by the Board of Directors of the Society.

##### **Members**

Two members at large

One member of the public who is volunteering or has volunteered for CHS-MC

Executive Director

##### **Ad Hoc Membership**

Individuals as identified by committee members who may be essential for meeting the Volunteer Committee mandate.

##### **Ex Officio Members**

Chair person of the Board of the Society

#### IV. ADMINISTRATIVE SUPPORT:

Provided by the Executive Director with support of the committee members.  
Additional support provided by content experts.

## **V. COMMITTEE RESPONSIBILITIES:**

- Develop operating policies for the Volunteer Program to be approved by the Board of Directors
- Develop procedures to support the Volunteer Program policies
- Develop annual volunteer budget and recommends same to the board to support the volunteer needs of the Society.
- Works in conjunction with the CHS-MC Committee Chairpersons and Project teams to identify volunteer needs, develop job descriptions and to assist in the recruitment of volunteers for these activities.
- Develop a volunteer handbook with consistent branding for all volunteer messages (per media training)
- Develop opportunities to gain volunteers from the general public by participating in volunteer fairs and posting positions outside the Chapter.
- Maintain and review the Volunteer Recognition program
- Provides regular submissions for the CHS-MC Web Page and Newsletters on the volunteer positions available and of the activities of the Committee.
- Provides annual summary of the committee to the Board

## **VI. MEETINGS:**

Meetings to take place a minimum of four times per year and at the call of the chair with consultation and work via email in the interim.

Meetings require a quorum of 50% plus one to conduct important business and to make recommendations to the Board.

Meetings are open to any member of the Society to attend.

## **VII. TIME COMMITMENT:**

It is anticipated that meetings will take 1 ½ to 2 hours on each occasion. Additional working time is anticipated to be 2 to 5 hours per month, dependent on recruitment opportunities, volunteer orientation sessions and interview opportunities.

Respectfully Submitted for Consideration by:  
Ashley Tolton, Volunteer Committee Chairman  
Canadian Hemophilia Society, Manitoba Chapter  
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