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## VOLUNTEER CHAIR JOB DESCRIPTION

### Position Summary:

Volunteer Chair is responsible for finding necessary volunteers for each Committee.

### Accountable to:

CnC Event Chair

### Responsibilities:

- Coordinate with all Committee Chairs to get estimates of number and type of volunteers needed
- Solicit volunteers throughout community, especially professionals as needed
- Coordinate with Committee Chairs to give them volunteer contact information
- Ensure timeliness of all tasks
- Attend majority of Committee Planning Meetings.
  - If you cannot attend a Meeting, please inform the Chair in advance
- Make announcements at Meetings or other functions, as needed
- Attend Local CnC Events
- Participate in the development and implementation of strategic short-term and long-term planning for Local CnC
- Complete other assignments as requested by the Chair(s)

Revised 11/2014