

**PORTLAND BEAD SOCIETY
STANDARD OPERATING PROCEDURE
VOLUNTEER COORDINATOR**

- The Volunteer Coordinator in accordance with the PBS By-laws shall:
 - Recruit and coordinate volunteers as appropriate for PBS events and other related events.
 - Acknowledge volunteer service.

- As a Board member, the Volunteer Coordinator shall:
 - Comply with the PBS by-laws.
 - Adhere to the PBS Code of Conduct and to the provisions outlined in the Board-approved modification of the “Internal Revenue Service Good Governance Document”.
 - Write and/or update the Standard Operating Procedure for this position.
 - Prepare an annual budget to be presented at the yearly Budget Meeting. Be responsible for the budget for the position. All over expenditures will be brought to the Board for review and approval. All receipts, invoices and expenditures will be documented in accordance with PBS financial procedures.
 - Attend Board and General Meetings on a regular basis. Arrange for a substitute at these meetings when appropriate.

- The Volunteer Coordinator shall:
 - Attend event committee planning meetings as needed to determine how best to staff a PBS-sponsored event. Attend wrap up meetings as needed to gather information for improvement in coming years.
 - Prepare the volunteer sign up list detailing the schedule, job descriptions, physical requirements of the job and any other pertinent details. Ensure the sign up list is approved by the event committee or event chair. Prepare and print the list for presentation at the general meeting.
 - Attend general meetings to present the volunteer sign up list to the general membership with an explanation of the event and its staffing needs.
 - Make reminder calls and/or emails to all of the volunteers that have signed up to work the upcoming event, typically one week prior to the event.
 - Prepare articles for the newsletter and website that solicit volunteers and thank volunteers for their participation in the event.
 - Prepare the necessary materials to support the volunteers at the event: aprons, badges, etc.
 - Arrange for the management of the volunteers at the event. Coordinate volunteers through shift changes and supervises last minute changes in event staffing needs.
 - Choose, purchase and present two gifts a year to PBS volunteers: the volunteer appreciation gift for presentation at the April general meeting and the thank you gift or volunteering at the PBS Bazaar for presentation at the Bazaar.
 - Participate actively in Portland Bead Society board meetings.
 - Solicit and analyze feedback from the general membership (regarding volunteer participation) and reports to the board on a regular basis.

- The Volunteer Coordinator shall keep all PBS-owned equipment in good working order and inform the Board of any maintenance issues.
- When leaving this Board-appointed position, the Volunteer Coordinator shall deliver all documents, materials, and equipment pertaining to their positions to their successors within 30 days. All PBS-owned equipment shall be handed off in good working order, to the succeeding officer, including hardware and software.

Adopted by the PBS Board
November 16, 2011