**SPECIFIC COMMITTEE GUIDELINES (SCG)**

**VOLUNTEER COORDINATING COMMITTEE**

**CHAIR, TONI HERNANDEZ**

**Purpose:**

In addition to the General Guidelines for all committees as set forth in the Bylaws, the purpose of the Volunteer Coordinating Committee is to:

* Recruit, deploy, and service the needs of all DSOSN volunteers
* Develop and maintain relationship with local/regional volunteer platform/services
* Promote the interest of the organization to institutions and organizations in the city/county (schools, faith-based organizations, government/private services organizations)
* Ensure that all volunteers comply with the provisions of the DSOSN Volunteer Manual

**Responsibilities:**

* Provide volunteers for all events sponsored by the organization
* Supervise volunteers at major/signature fundraising events (FOTL and Buddy Walk)
* Create an environment at events and the DSOSN office that is receptive to the needs of all volunteers
* Maintain an updated volunteer roster (names, email addresses, and telephone numbers)
* Develop a system to ensure that all volunteers are properly vetted for the task to which they are assigned
* Ensure that volunteers are assigned tasks suited for their skills, abilities, and maturity

**Membership:**

The Volunteer Coordinating Committee shall consist of five (5) voting members as follows:

1. Chairperson (appointed by the Board Chair
2. Vice Chair (appointed by Board Chair, on the recommendation of the Chairperson)
3. Three additional voting members

**NOTE:** The Chairperson, in consultation with the Vice Chair, may recruit as many part-time “Supporting Members” as needed to help manage the affairs of the committee. However, these Supporting Members will not have voting privileges on business matters relating to the committee. As voting members leave the committee, the Supporting Members may become a feeder pool to replace voting members on the committee.

**Duration/Onboarding:**

The Chairperson and voting members are appointed to the committee for an initial period of two years, with an option for an additional two-year extension. Prior to appointment to the committee, all voting members will be interviewed by the Chairperson to determine their interest in, and the potential value of their contributions to, the committee. Following the interview, the Chairperson may recommend the appointment of the members to the committee. Depending upon the results of a background check, the DSOSN Board Chair will approve the appointment of the voting member to the committee.