



GWINETT MASTER GARDNERS ASSOCIATION COMMITTEE RESPONSIBILITIES AND PROCEDURES

Select Committee: **Volunteer**

Purpose: The Volunteer Committee is designed to assist, upon timely request and sufficient information, GCMGA Committee Chairs in obtaining and organizing volunteers.

Responsibilities:

1. Effectively communicate with Committee Chairs requesting assistance.
2. Provide information to the membership regarding the requested volunteer assignments.
3. Provide information to the President and Webmaster for announcements and posting website calendar.
4. Attend General Board Meetings, as requested, and provide Committee Report.
5. At conclusion of current year, transfer information to incoming Committee Chair and provide guidance as needed.

Procedures:

1. Upon receipt of request for volunteer recruitment from a Committee Chair, obtain necessary information regarding the volunteer opportunity such as:
 - a. Name of project
 - b. Are volunteers required to be MGEV's
 - c. Place volunteers are to report
 - d. When volunteers are needed
 - e. Number of volunteers needed by shifts and time period of shifts
 - f. List of volunteers the requesting Chairperson has already recruited
 - g. Skills needed
 - h. Physical requirements (standing, lifting, etc.)
 - i. Other items needed such as aprons, hats, ID's
 - j. Information as to when and how the volunteer opportunity will be publicized to members
2. Contact members regarding volunteer needs through appropriate communications (email, telephone, and/or membership meeting announcements).
3. Provide timely information on volunteers in an organized manner to the Committee Chair requesting assistance.

Follow Up: Follow-up with the Committee Chairs requesting volunteers to determine future changes to procedures.

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Amended: