

## AMGA **Volunteer Coordinator:** Job Description and Timeline

### Responsibilities:

- The Volunteer coordinator communicates, educates, and recruits volunteers as requested by the Board of Directors or the CES Liaison.
- Sends out notices to the managers of Google Group, MailChimp, or Neon One for distribution to membership

| <b>Due Date</b>     | <b>Tasks</b>                                                                                                                                                         |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| By 20th of Month    | Submit Newsletter articles about volunteer opportunities to Newsletter Editor                                                                                        |
| 3rd Monday Of Month | Make announcements at the Monthly Meetings concerning volunteer opportunities.                                                                                       |
| Sept-Oct            | Compile a list of interested volunteers from the Membership and Volunteer and Board Interest Questionnaire. Distribute to the Board or Committee Chair as requested. |
| Nov                 | Recruit volunteers as requested by the Board requests received from the compile list.                                                                                |
| Continuing          | Send welcome letter to selected candidates with link to Bylaws, Standing Rules, Conflict of Interest Policy, and Job Descriptions                                    |
| Continuing          | Send information out via managers of Google Group, MailChimp, or Neon One the Newsletter and/or email to recruit volunteers                                          |

Revised 4/16/26 by Jt Miyashiro