

Volunteer Recruitment and Support Working Group

Purpose:

To ensure effective governance and strong volunteer leadership for CCS through recruitment and support that enhances volunteer participation and enables volunteers to contribute effectively and meaningfully to the mission of CCS.

Duties and Responsibilities

Recruitment

1. Review the terms of reference of Central Council, Committees and Working Groups annually.
2. Develop a succession plan for members of Council, Committees and Working Groups to ensure continuity
3. Develop Council member recruitment materials, including position descriptions and committee terms of reference.
4. Review Council members' eligibility for re-election and the Council composition to ensure diversity, skills and expertise required by the Council.
5. Develop and maintain broad networks within the churches and community.
6. Develop and maintain a list of potential volunteers and their skills.
7. Receive information about volunteer tasks needing to be done through the Principal or staff, work with the Principal or staff to create job descriptions, and advertise the jobs as appropriate.
8. Match people with jobs needing to be done in the organization on Council, Committees or Working Groups, or pass on names to staff if the person is to work in the administrative section of the organization.
9. Interview and screen volunteers as needed.
10. Prepare a slate of candidates for Council and Committees for the Annual General Meeting, taking into account Committees' membership reports and requirements.
11. Ensure that denominational appointees are approved by the Anglican/United churches prior to names being presented to AGM.

Orientation and Support

1. Prepare orientation packets for new volunteers that describe their jobs and accountability as well as orientation to CCS and the work of the Central Council, Committees and Working Groups.
2. Provide mentors when possible within the assigned body to provide support to new members.
3. Monitor the work of volunteers, giving support as needed.
4. Contact Council/Committee/Working Group members who are unable to complete their terms to offer care and invite feedback.

Evaluation and Appreciation

1. Provide an evaluation tool for outgoing members to offer feedback on their experience.
2. Write thank you letters to outgoing volunteers and plan celebrations to recognize their contributions.

Policies and Protocols

1. Research trends, best practices and current resources to enhance volunteer recruitment, screening, orientation and training, evaluation and recognition.
2. Create and review policies, practices, and standards for volunteer recruitment and enhancement as necessary and make recommendations to the Council through the Planning and Governance Committee.
3. Ensure risk management protocols are in place.

General

1. Prepare and submit an annual budget to the Planning and Governance Committee for the Working Group's needs.
2. Minute all meetings, while ensuring confidential material is filed appropriately.

Composition and Qualifications

Staff Responsibilities

Provide administrative support to the Working Group and participate in the work of the committee. Staff are full members of the Working group entitled to vote unless otherwise indicated.

Membership

Convener of the Working Group who is a corresponding member of the Planning and Governance Committee

One of the co-chairs of Council

3 members

1 staff member

Commitment

Meetings

Periodic meetings throughout the year, with increased frequency for 3 months prior to AGM.

Work between meetings to recruit new members.

Meetings will generally be by phone or email.

Terms of Appointment

2 years, renewable twice

Authority/Decision Making

Accountability

- to Central Council through the Planning and Governance Committee with a written report

- to the Corporation annual meeting with a written annual report and slate of nominations.
- submit a copy of minutes to Administrative Assistant for official records and to the chairperson of the Planning and Development Committee.

Skills needed

- Ability to invite people (known and unknown) to give of their time and talent to needed work.
- Ability to see tasks that need to be done and imagine how people can do them for the well-being of the organization, whether the task be large or small.
- Experience in volunteer coordination and management
- Knowledge of CCS constituency and church people in Winnipeg and across the country
- Familiarity with volunteer sector risk management.
- Attentiveness to volunteers and their need for support.

Date approved: June 2012