



Minnesota Peony Society

Volunteer Chair

Volunteer Chair works to actively recruit volunteers for MPS events. The Volunteer Chair should be familiar the events planned by MPS. When a MPS event is planned, the chair for that event should contact the Volunteer Chair with a request for help. Typically, a few to about a dozen people are needed to ensure the event runs successfully. The chair may reach out to established volunteers or seek new help using the MPS membership list supplied by the Treasurer/Membership Secretary. This position requires the person to be outgoing and communicate effectively with a variety of people.

In some cases, the Volunteer Chair may work with larger groups rather than individuals. In these instances, the coordinator serves as a point of contact for all parties. Whether they are working with a single volunteer or a large group, communication is essential to ensure that all workers receive adequate instructions on their duties.

Volunteer Chair must also maintain communication with existing volunteers. Since volunteers are usually unpaid and their services greatly contribute to an organization's functions, it is important that they feel appreciated and stay informed. Volunteer Chair may hold events to thank volunteers or send individual correspondences. Informative e-mails and newsletters are often sent to volunteers to keep them abreast of happenings within the organization and informed of additional opportunities to participate.

Volunteer Chair Job Description

General Job Description:

Primary: The Volunteer Chair enlists volunteers for all MPS events

- Communicate with the board and officers on what is needed,
- Work with the specific event chair to fill volunteer time slots

Secondary: Develop a “thank you” system for the volunteers

To aid in the process, the Volunteer Chair should maintain records of those who volunteered, time spent and other details that will help determine the needs and process for future events.

- Maintain accurate records and provide timely statistical and activity reports on volunteer participation
- Provide ongoing support and guidance for volunteers
- Act as a single point of contact for communications