

Volunteer Relations Committee

Purpose of the Committee: Increase and strengthen Mesa County RSVP volunteers by evaluating, developing, and implementing recruitment, retention, and recognition strategies and events.

Reports to: Board of Directors

Staff to the Committee: Volunteer Manager

Frequency of meetings: A minimum of once per month.

Scope of work for the Volunteer Relations Committee

1. Collaborate with the Volunteer Manager to set and meet recruitment and retention goals, as well as the Fundraising & Development Committee, Marketing Committee and other Mesa County RSVP staff to implement workable strategies and timelines for marketing and fundraising needs and opportunities, including sponsorships and in-kind donations.
2. Identify and create methods to add value to RSVP volunteer membership.
3. Research, evaluate, plan, and implement special events focused on volunteer recognition, recruitment and retention.
4. Work as a team to oversee these events from pre-event preparation, set-up, clean-up and “day-of” logistics. Recruit other volunteers as needed.
5. Act as a voice of Mesa County RSVP and be well versed about the Mesa County RSVP’s mission and projects.
6. Establish sub-committees/task-forces to implement specific activities and recruit and train new committee members as necessary.
7. Report back to the committee on progress of individual assignments in a timely manner. Follow-up with Board members, staff and other volunteers to ensure goals are being reached and that appropriate training and education opportunities are available.
8. Follow policies and practices for data tracking.