

VOLUNTEER CHAIR

The Volunteer Chair is not an Executive Board member but is rather an appointed committee chair, responsible for recruiting and assigning volunteers from within and outside the Society to perform such tasks as may be identified by any Board Member or committee chair. FSGW has a continuing need for volunteer help with many different tasks, and although we have a large membership, it has proved difficult in the past to match these jobs with willing volunteers, with the result that a small number of people have shouldered the entire burden. The Volunteer Chair will encourage and develop a pool of potential volunteers and be able to match them to specific identified needs. The Volunteer Chair serves as a liaison between the Board and the active membership, making members feel more a part of the organization and giving the Board, committee chairs, and event producers the benefit of feedback from those who work on behalf of FSGW.

Duties

- 1) Maintains a list or file of individuals who have indicated an interest in helping FSGW and/or who have been identified by those producing FSGW events as being particularly helpful.
- 2) Contacts members who indicate (on membership forms or questionnaires) a willingness to help the Society, explaining to them the Society's various needs, determining in what areas they might be willing to help, and keeping this information on file.
- 3) Receives requests for volunteer help needed at specific times and places from Board members, committee chairs, or event producers.
- 4) In response to requests, contacts prospective volunteers by phone or in person, informs them of the task to be done, the time and place to report, and the name of the FSGW person in charge.
- 5) Gives names and phone numbers of those agreeing to work on specific projects to project chairs.
- 6) Assists those in charge of volunteers for FSGW's major annual events (e.g., Washington Folk Festival, Mini-Festival, and Getaway), but does not necessarily serve as volunteer chair for those specific events.
- 7) Accepts and relays to The Board suggestions, complaints, and comments on all aspects of volunteer use in FSGW.

Desirable Assets

- a) Willing to spend considerable time telephoning.
- b) An outgoing personality.
- c) Some experience with FSGW logistics.