

UNLVolunteers Executive Board Position Descriptions

2017-18

All positions are expected to:

- Commit approximately 3 hours per week to the various duties and meetings
 - Attend weekly executive board meetings from 4:30-6:00pm on Tuesdays (can change, if it is we will notify you asap)
 - Attend 1:1 meetings with the Program Coordinator or other designated staff on a weekly or as-needed basis
 - Maintain shared documents and use the serve@unlv.edu email account
 - Attend at least one general meeting per semester
 - Participate in executive board retreats each semester (anticipated dates)
 - Participate in office trainings and retreats
 - Participate in Service Day (once per semester)
 - Participate in at least 1 community service project planned by impact area coordinators per semester (other than one planned by themselves for impact area coordinators)
 - Maintain a 2.5 GPA
 - Stay in good standing with the university and office of student conduct
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President

The President is responsible for overseeing UNLVolunteers as a whole. This position provides support to executive board members in creating high quality service programs and developing as leaders.

Responsibilities:

- Co-facilitate mandatory executive board retreats (approx. 2 per semester)
- Create meeting agendas for weekly executive board meetings
- Facilitate weekly executive board meetings
- Help create and carry out a vision and goals for the group
- Act as a resource for other executive board members and help organize service projects

Vice president

The Vice President is responsible for General Meetings. This position works closely with the President to organize logistics and structure, and facilitate presentation and service projects for monthly General Meetings.

Responsibilities:

- Select dates and time for monthly General Meetings and reserve space
- Coordinate service projects for each General Meeting
- Create and facilitate presentations for General Meetings
- Stand in to lead weekly coordinator meetings if the president is absent

- Take complete and accurate notes at weekly executive board meetings to create meeting minutes
- Create, manage and distribute a contact list of UNLVolunteers board members
- Create and manage a contact list of past volunteers and email them weekly for recruitment and retention
- Serve as back-up facilitator/coordinator for weekly meetings (in coordination with the President in their absence)

Marketing coordinator

The Marketing Coordinator is responsible for coming up with creative marketing strategies and actively implementing them. This position works closely with Marketing Committee Members to create marketing plans for UNLVolunteers events and activities. This requires keeping up to date with all UNLVolunteers events and programs.

Responsibilities:

- Brainstorm and implement creative marketing strategies
- Spend 2 hours per week tabling or doing other active marketing for UNLVolunteers
- Post regularly (3 times per week) on social media (Facebook and Instagram) about UNLVolunteers events or service-related topics
- Provide leadership and guidance to Marketing Committee Members (lead committee time at weekly meetings checking in on event progress)

Marketing committee member

Marketing Committee Members are responsible for doing active and regular marketing for UNLVolunteers. This position works closely with the Marketing Coordinator to implement marketing plans and strategies.

Responsibilities:

- Brainstorm and implement creative marketing strategies with the Marketing Coordinator
- Spend 2 hours per week tabling or doing other active marketing for UNLVolunteers
- Post regularly (3 times per week) on social media (Facebook, Instagram, Twitter, SnapChat) about UNLVolunteers events or service-related topics

Impact area coordinator

Impact Area Coordinators are responsible for planning and promoting strong, direct service projects that pertain to their impact area. They will work closely with their Impact Area Committee Members to organize high-quality service programs and education components.

Impact Areas:

- Hunger and Homelessness
- DASH
- Youth and Education

- Health
- Environment
- General

Responsibilities:

- Organize service projects (min. 2 per semester) with community partners (the first project should be within the first 4-6 weeks of the semester) and complete necessary documentation
- Post events to the Involvement Center through MyUNLV and use it to track sign-ups
- Work with the Marketing Committee to publicize programs
- Educate volunteers about the impact area issues and facilitate reflection activities after service projects
- Provide leadership and guidance to Impact Area Committee Members (lead committee time at weekly meetings checking in on event progress)

Recruitment and Retention coordinator

Impact Area Committee Members are responsible for helping Impact Area Coordinators plan strong, direct service projects pertaining to their impact area. This involves coordinating with community partners and to create high-quality service programs and education components.

Responsibilities:

- Help Impact Area Coordinators organize monthly service projects with community partners and complete necessary documentation
- Work with the Marketing Committee to publicize programs
- Educate volunteers about impact area issues and co-facilitate reflection activities after service projects

Impact area committee member

Impact Area Committee Members are responsible for helping Impact Area Coordinators plan strong, direct service projects pertaining to their impact area. This involves coordinating with community partners and to create high-quality service programs and education components.

Responsibilities:

- Help Impact Area Coordinators organize monthly service projects with community partners and complete necessary documentation
- Work with the Marketing Committee to publicize programs
- Educate volunteers about impact area issues and co-facilitate reflection activities after service projects