

VOLUNTEER HOURS RECORDER

JOB DESCRIPTION

BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

Article 8 Standing and Special Committees

8.03 Appointive Standing Committees.

(d) Member Services Committees.

(4) Volunteer Hours Recorder. The Volunteer Hours Recorder shall record and report member and community volunteer hours and report annual total hours to the President by the end of the fiscal year.

The Recorder shall:

1. Be appointed by the Third Vice President/Member Services Chairman, with Board approval.
2. Serve on the Member Services Committee.
3. Attend Member Services Committee meetings.
4. Prepare monthly volunteer hours reports (with the exception that July & August are combined and December & January are combined).
5. Answer questions as needed from volunteers regarding their hours. Collect paper submissions in the Thrift Shop and Chapter House and keep a supply of paper submissions available.
6. Provide volunteer hours totals from the year-end report to the President for the President's Annual Report to National Assistance League.
7. Provide volunteer hours totals as requested from board members, program and committee chairs (including auxiliaries).
8. Check in members at chapter regular meetings. Maintain and update the attendance sheet. Record hours for member's attendance at regular meetings.
9. Request email reminders to members encouraging them to submit hours regularly, by deadline.
10. Submit budget needs of the Volunteer Hours Recorder for the succeeding year to the Member Services Committee Chairman by their requested deadline.
11. Discuss job description changes with Third Vice President/Member Services Chairman prior to submission to Bylaws Chairman in accordance with Bylaws 8.02 (g).

Technology: MS Word, Excel, email, printer