

Vice President of Volunteers

- Oversee efforts to recruit (and retain) AMA Madison volunteers for:
 - Board of Directors
 - Committees (Communications, Programming, Community Partnerships, etc.)
- Onboard new volunteers
 - In-person meeting (preferred) or phone call
 - Assess interests and skills to recommend position(s)
 - Coordinate completion of Volunteer Information Forms
- Follow up with volunteers on a quarterly or bi-annual basis to assess needs and satisfaction
- Work with the Communications Committee to:
 - Develop and execute volunteer recruitment campaigns and communications
 - Update the Volunteers section of amamadison.org with open positions and descriptions
 - Maintain a document of current volunteer information stored on the Google Drive
- Lead volunteer efforts for the AMA Annual Conference (held in September)
- Track activities and complete a brief monthly summary
- Attend monthly in-person board meetings