

**National Alliance for Volunteer Engagement**  
**Volunteer Position Description**

## Working Group Chair

*Updated January 1, 2019*

<b>Position Overview</b>	The Working Group Chair leads the development of the goals and tactics of a Working Group, regularly communicates with participants, manages and schedules calls and in-person meetings, and ensures progress towards the goal. Working Group chairs also serve as members of the Alliance Leadership Team.
<b>Purpose of the Position</b>	<p>The role of the Working Group Chair is to ensure efficient and effective progress on an identified goal of the Alliance. As action teams, Working Groups develop and implement goals and tactics in support of the overall Alliance strategy. Our mandate is to start with these key activities that were developed at the Summit:</p> <ul style="list-style-type: none"> <li>• Clear National Vision</li> <li>• Communications Hub</li> <li>• Regular/Annual Gathering</li> <li>• Research/ Accreditation</li> </ul> <p>The Alliance structure leaves open the possibility of developing new Working Groups as needed to meet the goals of the Alliance.</p>
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Leads the development and implementation of an action plan in support of the overall Alliance strategic plan.</li> <li>• Organizes regular meeting schedule for the working group, ensures the group meet regularly, facilitates meetings, and shares minutes.</li> <li>• Communicates progress with the Leadership Team (including timelines, deliverables, challenges, and success).</li> <li>• Engages people from across the field meaningfully.</li> <li>• Recruits, screens, and onboards Working Group members based on recruitment criteria and process designed by Leadership Team.</li> </ul>
<b>Training Requirements</b>	<ul style="list-style-type: none"> <li>• Attend an online webinar orientation</li> <li>• Working Group Chairs will be trained “on the job”</li> </ul>
<b>Skills and Qualifications</b>	<ul style="list-style-type: none"> <li>• Proven leadership and management skills.</li> <li>• Ability to lead and support others effectively.</li> <li>• Experience with the issue being addressed by the Working Group</li> <li>• Strong collaborator and effective communicator.</li> <li>• Ability to represent and serve as an ambassador of the Alliance.</li> </ul>
<b>Time commitment required</b>	<ul style="list-style-type: none"> <li>• Regular conference calls (potentially up to 2 per month, sometimes more)</li> <li>• Work and reading in between meetings to further the goals of the Working Group and the Alliance</li> <li>• Periodic in-person meetings (grant funding for travel expenses may be provided)</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Contribute directly to national collective action to advance volunteer engagement as an effective strategy to address community needs.</li> <li>• Bring your skills to this innovative initiative.</li> <li>• Build your collaboration skills and expand your national reach</li> </ul>
<b>Supervisor</b>	<ul style="list-style-type: none"> <li>• Chair of the Alliance Leadership Team (TBD)</li> </ul>