

National Alliance for Volunteer Engagement
Volunteer Position Description

Working Group Member

Updated January 1, 2019

Position Overview	Working groups are action teams that develop and implement goals and tactics in support of the overall strategy of the Alliance. Working Groups offer larger engagement opportunities so more individuals can be involved. Participation is driven by the needs of each working group to accomplish its goals.
Purpose of the Position	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: <ul style="list-style-type: none"> • Clear National Vision • Communications Hub • Regular/Annual Gathering • Research/ Accreditation The Alliance structure leaves open the possibility of developing new Working Groups as needed to meet the goals of the Alliance.
Duties and responsibilities	<ul style="list-style-type: none"> • Develops an action plan in support of the overall Alliance strategic plan. • Implements the action plan towards the identified goal area. • Communicates progress with the Leadership Team through the Working Group Chair (including timelines, deliverables, challenges, and success). • Engages people from across the field meaningfully. • Working Groups review participant applications based on recruitment criteria and process designed by Leadership Team.
Training Requirements	<ul style="list-style-type: none"> • Attend an online webinar orientation • All Working Group members will be trained “on the job”
Skills and Qualifications	<ul style="list-style-type: none"> • Experience with the issue being addressed by the Working Group • Strong collaborator and effective communicator. • Ability to represent and serve as an ambassador of the Alliance.
Time commitment required	<ul style="list-style-type: none"> • Regular conference calls (potentially up to 2 per month, sometimes more) • Work and reading in between meetings to further the work of the Working Group and the Alliance • Periodic in-person meetings (grant funding for travel expenses may be provided)
Benefits	<ul style="list-style-type: none"> • Contribute directly to national collective action to advance volunteer engagement as an effective strategy to address community needs. • Bring your skills to this innovative initiative. • Build your collaboration skills and expand your national reach
Supervisor	<ul style="list-style-type: none"> • Chair of the Working Group