

## Terms of Reference:

Volunteer Management

### *Effective Date:*

September 2020

### **Purpose:**

The purpose of this document is to establish the Terms of Reference for the **Volunteer Management Committee**.

- Identify, recruit, and reward a strong body of volunteers to support ongoing society activities and build a pipeline of future society leaders

### **Tasks:**

1. Review and update the current website Volunteer pages
2. Promote awareness of volunteer opportunities
3. In conjunction with the various committees recruit and deploy volunteers and encourage Committees to access Board Effect for Volunteer info
4. Reward volunteers for their services, make them feel their time was sacrificed for worthwhile endeavours and that it was appreciated by the Society and Members

### **2020 Measurable KPIs:**

1. Update web pages to include a comprehensive list of board committees, with terms of reference and role definitions (timeline Nov/Dec 20)
2. Create and implement a Volunteer awareness campaign including social media, member comms, external communication through industry contacts in Jan 2020 and increase volunteer sign up by 15%
3. Update database of volunteers highlighting areas of interest and past involvement (timeline Dec 20)
4. Continue to recognise volunteers and feature in member newsletters, Social media posts and Stakeholders Annual Report  
  
Host an annual Volunteer Recognition Awards to be included in Annual Investment Conference offering (Nov 2021)

## **Committee Structure & Operations:**

### **2 – Committee Members**

Melville Du Plessis, CFA

Linda Hawkins

Thando Mlambo

### **3 – Volunteers**

*n/a*

### **4 – Meeting Frequency (at least 2 p.a.)**

*2 per annum*

### **5 – Preferred Board Feedback Dates (select 4 in order of preference)**

*January 2021 (Overview of Volunteer Awareness Campaign)*

*September 2021 (Volunteer Recognition Awards nominee review)*