



Board Position: Volunteer Coordinator

Goal: To organize and engage volunteers to work with committees and board members of CFA Vancouver.

General Responsibilities

- Contact potential volunteers who have indicated interest in volunteering for CFA Vancouver
- Determine the interest area of potential volunteers
- Inform volunteers of the expectations of the available roles
- Co-ordinate with board members to determine their needs for volunteers
- Enhance awareness of CFA Vancouver as a volunteer run organization
- Contact large employers of CFA charter holders and encourage volunteer participation
- Inform potential volunteers of the benefits of volunteering with CFA Vancouver
- Attend monthly board meetings and give updates as to activities
- Maintain an active list of volunteers