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## Volunteer Coordinator's Role Description & Responsibilities

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### Overview of Expectations

The STL-ODN Executive Team (ET) is responsible for providing overall leadership and strategic direction for the ongoing operation and health of the organization. The STL-ODN is run exclusively by volunteers, and ET members have a critical stewardship role. ET members are expected to act collaboratively in the achievement of the organization's goals, in alignment with the overall strategic agenda. In addition to the shared responsibility for establishing and maintaining the strategic direction of the organization, each ET role has specific responsibilities.

### Role Description

The Volunteer Coordinator is responsible for working with other ET members to identify talent needs and manage recruitment of committee members to support key ET roles and activities.

The ET holds regular monthly meetings, and typically 2 meetings for transition and strategy planning. Assuming a match of skills and interests to our needs, preference for ET membership is given to individuals who have been active in the local OD community (members for at least 6 months, volunteers, and attendees of our events). All must be members in good standing.

### Role Responsibilities

1. Attend monthly ET meetings (2 hours/month)
2. Attend monthly program (2 hours/month)
3. Prepare for monthly meetings, and following up with notes and action items. (1.5 hours/month)