



## **Volunteer Opportunity Title:** Chair Volunteer Committee

**Organizational Impact:** To promote and develop volunteer policies and procedures (volunteer recruitment, retention, support and training program), in keeping with the Chapter's strategic plan, that will encourage participation from the CHS-MC membership and welcome participation from the general public while demonstrating the value of volunteers to the Chapter.

**Position Summary:** Chair Meetings. Work with the Executive Director and committee members to ensure that the tasks and initiatives of the committee are carried out. Collaborate with other committees and special projects to promote volunteer involvement.

### **Responsibilities and Duties:**

- Chair meetings
- Assist in the Chapter's volunteer management through development and maintenance of the volunteer policies and procedures
- Provide support for other committees and projects through volunteer recruitment, training and acknowledgement of volunteers.
- Assist in updates to the volunteer portion of the website
- Collaborate with members of to gather volunteer stories
- Work with the Executive Director and committee members towards achieving the strategic directions of the Board
- Report on the activities of the committee to the membership and the Board.

**Preferred Skills / Qualifications / Experience:** Demonstrate leadership skills, good written and verbal skills, ability to collaborate and work with others, able to respect individuals and group work, upholds the mission and vision of the Chapter in all work related to the committee.

**Skills Gained:** Increased knowledge of volunteer recruitment, retention and appreciation programming, policy development and personal confidence working in groups.

**Training / Support:** Existing committee membership, Board and Executive Director to provide support and guidance in all activities related to the work of the committee.

**Additional Checks:** N/A

**Time Commitment:** Average 3 hours a month. May be more as activities/events require.

**Start / End Dates:** Average of 3 committee meetings a year – Can be face to face or via Skype/teleconference.

**Start / End Times:**

**Number of Positions:** 0 - Currently Occupied



# Canadian Hemophilia Society Manitoba Chapter



**Opportunity Location:** Meetings held at location determined by the committee. Work can be done at home and via the internet/email/Skype/teleconference.

**How to Apply:** Fill out a [CHS-MC Volunteer Application](#)

If you have any questions, please contact

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