



Positional Description

Job title	<i>President</i>
Reports to	<i>Center for Community Engagement Director</i>
Program Area	<i>Executive Team</i>

Job Purpose

The President provides support for the other members of the Executive Team and serves as the liaison between the CCE Director and the Volunteer Action Center Board. The President serves as the face of the organization as opportunities arise.

Duties and Responsibilities

The President is responsible for:

- Facilitating Executive Team meetings
- Planning weekly VAC Board meetings
- Weekly one on one meetings with the CCE Director
- Serving on the Dean's Student Leadership Committee
- Acting on the Programs Allocation Board
- Corresponding with prospective VAC Board Members and Volunteers
- Maintaining positive working relationships between all committees of the Volunteer Action Center
- Creating lasting connections between the VAC Board and off campus non-profit agencies as well as on campus entities

Qualifications

Qualifications include:

- Knowledge of all Volunteer Action Center committees
- Strong sense of independence
- Inter-/Intra-personal abilities
- Good understanding of self
- Organizational skills
- Personal initiative
- Dedicated work ethic
- Positive attitude

Working Conditions

The VAC President may be required to work extra time outside of regular business hours. This will depend on his/her ability to delegate and plan accordingly. The minimum requirement is 10 office hours each week, which includes the meetings listed above.

Direct Reports

The VAC President is responsible for managing the Executive Team and communicating regularly with Committee Chairs and Interns. No formal reports are filed, but it is expected for the President to always be up to date with the goings on of the Volunteer Action Center so as to correctly report to the Director of the Center for Community Engagement.

Job title	<i>Vice President of Program Development</i>
Reports to	<i>VAC President, advised by Center for Community Engagement Director</i>
Program Area	<i>Freshman Service Leaders</i>

Job Purpose

To recruit and lead a small group of freshman (6-8) who create monthly volunteer opportunities for those on campus. The group was established in order to introduce students to the importance of community engagement early and develop them into service leaders on campus. The job mainly entails providing support and guidance for a group of ambitious freshman who want to make a difference on campus at the U ofA through service.

Duties and Responsibilities

- Organize bimonthly meetings to plan once a month projects
- Create application, interview, and choose potential FSL's
- Manage the budget
- Assist in connecting the FSL's with organizations in the area
- Mentor students

Qualifications

- Leadership ability
- Responsible

Job title	<i>Vice President of Operations</i>
Reports to	<i>VAC President, advised by Center for Community Engagement Director</i>
Program Area	<i>Executive Team</i>

Job Purpose

Fulfills the roles of secretary and RSO Treasurer. Develops and manages the VAC budgets and oversees Program Allocations Board funding requests. Prepares agendas, manages reservations, tracks attendance, and takes and distributes meeting minutes and other information.

Duties and Responsibilities

The Vice President of Operations is responsible for:

- Facilitating communication between the Executive Team/Center for Community Engagement and the Volunteer Action Center Board.
- Overseeing the administration of GivePulse, the University's volunteer management tool.
- Keeping track of and making sure the attendance for the Volunteer Action Board is consistent and expectations are set.
- Managing the Volunteer Action Center budget and preparing for the Program Allocations Board.

- Manage the RSO Checking Account
- Work with the Office Manager to ensure payment is made for various programs and activities.
- Meets with the Director for the Center for Community Engagement weekly.
- Works with each program area to assist with budgeting and oversight.

Qualifications

Qualifications include:

- Knowledge of all Volunteer Action Center committees
- Strong sense of independence
- Inter-/Intra-personal abilities
- Good understanding of self
- Organizational skills
- Personal initiative
- Dedicated work ethic
- Positive attitude

Working Conditions

The VAC Vice President of Operations may be required to work extra time outside of regular business hours. This will depend on his/her ability to delegate and plan accordingly. The minimum requirement is 2 office hours each week, which includes the meetings listed above.

Direct Reports

None.

Job title	<i>Vice President of External Relations</i>
Reports to	<i>VAC President, advised by Center for Community Engagement Director</i>
Program Area	<i>Executive Position</i>

Job Purpose

The Vice President for External Relations helps engage and inform students of the opportunities available through the Volunteer Action Center. The VP of External Relations also maintains relationships with agency partners and helps connect students with the agencies that are a good fit.

Duties and Responsibilities

Student Recruitment

- Develop and routinely update a standard Volunteer Action Center presentation.
- Schedule University Perspectives Presentations (as well as presentations for other groups) and coordinate for board members to administer these presentations when not personally available.
- Help guide students to opportunities that fit their interests and future career goals, utilizing agency partnerships.

Agency Partnerships

- Spotlight agencies via social media to create interest and enthusiasm for upcoming events and service opportunities.
- In some cases, reach out to agencies to consider how to better meet their needs or the needs of their volunteers.

Other

- Regularly help plan and then attend a weekly board meeting on Thursdays from 5-6pm.

Qualifications

- Efficient at creating and administering presentations
- Ability to work as a part of a team

Job title	<i>Vice President of Communications</i>
Reports to	<i>VAC President, advised by Center for Community Engagement Director</i>
Program Area	<i>Executive Position</i>

Job Purpose

The VP of Communications works to improve marketing of the VAC and partner agencies and communication within the VAC committees. This position exists primarily to be the PR person, allowing the other executives and board members to focus on what else needs to be done.

Duties and Responsibilities

The Vice President of Operations is responsible for:

- Managing all of the general VAC social media accounts to bring awareness about VAC events, volunteer opportunities and other public announcements;
- Weekly attendance and participation in meetings with the executive team and board
- Assisting in any graphic design work needed for advertising
- Working with the committees and outside agencies to find ways to better promote their causes to UA students

Qualifications

Qualifications include:

- Have a proficient knowledge of social media marketing and graphic design (Previous experience in such areas is preferred)
- Event planning skills
- Have writing and general communication skills both in person and online
- Should be self-motivated and able to create and follow a long-term schedule
- Flexible when it comes to working with other board member's timelines

Working Conditions

Much of the work is done alone, though office hours are required. The job does not require working outdoors or on the weekends, but board members in general are often encouraged or called on to work within different committees when needed (a.i. Hogs Care Week).

Direct Reports

None.