



## CENTRAL OHIO CHAPTER VOLUNTEER COMMITTEE CHARTER

### OVERALL OBJECTIVE

The Volunteer Committee ("Committee") provides opportunities for CAI Central Ohio Chapter ("Chapter") members to support the Chapter's philanthropic endeavors.

### RESPONSIBILITIES

The specific responsibilities of the Committee include:

- Planning and implementing service opportunities for Chapter members focusing on the Chapter's volunteer mission as determined by the Chapter's Board of Directors ("Board")
- Educating Chapter members about the Chapter's philanthropy
- Selecting a Committee Chair each year at the first Committee meeting after the Chapter's annual meeting
- Providing notice of volunteer opportunities and initiatives to Chapter members
- Tracking all donations received, monetary or otherwise, and service hours performed by Chapter members

### MEMBERS

- Selected by the Committee Chair in consultation with the Board

### ROLE OF CHAIR

- Reports directly to the Board
- Leads and guides work of Committee
- Ensures the Committee members are participating and engaged, that meetings are productive, and that records are kept and maintained
- Assigns tasks to Committee members as appropriate
- Reports to Board and Chapter members regarding Committee goals and expectations, opportunities to support Chapter's philanthropy, and results of any initiative planned and implemented by the Committee

### MEETINGS

The Committee shall meet in person at least quarterly at a date, time, location, and manner set by the Committee chair. The Committee may meet more than once per quarter as the Committee chair deems appropriate. The additional meetings may be in person, telephonic, or electronic, as the Committee chair deems appropriate. The Committee chair will prepare or approve an agenda in advance of each Committee meeting and communicate meeting details to the membership in a timely fashion.

### ANNUAL COMMITTEE GOALS

The Committee will establish annual goals specifying its principal work focus areas for the coming year at the Committee's first meeting after the Chapter's annual meeting. Examples of annual goals may include:

- Scheduling a certain number of in person volunteer service opportunities for Chapter members
- Setting goals around the Chapter's philanthropy (e.g., food donation goal if the Chapter's philanthropy involves hunger issues, monetary donation goals, collective service hours to be performed by Chapter members)
- Planning and implementing educational programming
- Developing opportunities to engage non-Chapter members in volunteer opportunities