Committee/Activity Title: **Volunteers Committee**

Position Title: Convenor

Accountability: Board

Current Committee/Activity Member(s): Vacant

Time Commitment: tbd

Purpose of Committee/Activity:

- Recruitment of volunteers for committees, events and activities of the OHS.
- Support and recognition of the achievements of volunteers.

Purpose of Convenor Position:

- Coordinate the process for recruitment of volunteers for OHS committees, events and activities.
- Develop and maintain a volunteer recognition program.

Major Responsibilities:

- Consult and collaborate with the Membership Committee in the identification of potential OHS volunteers and their volunteering interests.
- Consult with the Board and with the Convenors of OHS Committees, events and activities in relation to their need for volunteers and the approach to be taken to filling vacancies.
- Engage with members and potential volunteers to communicate volunteer position vacancies, and to support their consideration of applications for specific positions.
- Provide the Convenors of Committees, events and activities with contact information on potential volunteers for vacant positions.
- Coordinate with Convenors on the identification of volunteer recognition opportunities and make recommendations to the Board on recognition awards.
- Provide volunteer recognition thanks and awards at the OHS Annual Meeting.
- Track and report on volunteer hours.

Qualifications:

- Experience in working with volunteers
- Good interpersonal skills, and ability to work cooperatively with OHS Convenors and volunteers
- Good organizational skills & attention to details
- Good proficiency in use of computers and software (word processing, spreadsheets)
- Good knowledge of the OHS Mission, events and activities
- Enjoyment of horticulture and gardening