

## SCV-CAMFT BOARD MEETING MINUTES

June 27, 2014

**Call to Order:** 9:07 am by Debra D. Rojas

**Present:** Debra D. Rojas, Pamela Eaken, Merrett Sheridan, Nancy Andersen, Kelly Kilcoyne, Robin Ginsberg, Elizabeth Basile, Jane Kingston

**Absent:** Jenna Benson, Kate Viret

### **Approval of Minutes:**

- **Action:** Upon motion by Merritt Sheridan and seconded by Nancy Andersen, the board unanimously approved the Minutes of May 30, 2014.

### **President-Elect Report: Debra D. Rojas**

After a round of interviews conducted by Pam Eaken and Debra Rojas, the positions of Secretary, Special Events Director and Technical & Communications Director will be filled effective August 1, 2014.

Chapter Agreement: Debra referred to the recent round of chapter leadership exchange postings about inconsistencies in the proposed Chapter Agreements and informed the board that more consideration should be given at the July meeting.

East Bay Consortium. Kate received an email from the East Bay Consortium indicating there was not enough interest and the proposal previously submitted will not proceed.

Update regarding giveaways at events and anti-trust issues. Debra reported she spoke with one of the CAMFT attorneys who researched and informed her that there are no legal issues to prohibit giving away door prizes at chapter-sponsored events. Debra summarized the attorney's advice regarding posting of fees on the chapter exchange.

Debra informed Editorial Committee members of Kate's desire to have someone write an article about the July 25 workshop for the newsletter. Pam stated that the Editorial Committee will pursue it.

### **Ethics Report: Jane Kingston**

Member Survey: Jane sent out the survey and requested feedback. It is her desire to post it by July 1, 2014. Due to the length of the survey she had to purchase a one-month membership in Survey Monkey.

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**Action:** Upon motion by Pam Eaken and seconded by Elizabeth Basile, the board unanimously approved the expense of \$35.00 for a one-month membership in Survey Monkey.

Report from the 2014 Health Summit is tabled for July.

### **CFO Report: Merrett Sheridan**

Merrett reported she previously emailed the financials and there were no unexpected changes.

### **Past President: Pam Eaken**

Pam reported she has a volunteer list and emailed it to the board and all volunteers requesting any updates.

Revised Volunteer Coordinator Job Description: Pam presented the revised Volunteer Coordinator Job Description for the board's approval.

**Action:** Upon motion by Jane Kingston and seconded by Elizabeth Basile the board unanimously approved P&P 108, Volunteer Coordinator Job Description. Debra will add it to the P&Ps. A copy is attached to these Minutes.

### **Special Events: Robin Ginsberg**

Robin provided a status report on number of registrants for the workshop. She reviewed the final plans including the actual program, details of the sign-in/sign-out process, door prize drawing, equipment and room layout, menu to include gluten-free and vegetarian choices, the program, evaluation sheets, and number of volunteers required. Jane congratulated Robin for doing a terrific job on the workshop.

### **Meeting Adjourned: 11:10 AM**

I do hereby attest that these Minutes are an accurate accounting of SCV-CAMFT's Board of Directors Meeting held on Friday, June 27, 2014.

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Debra D. Rojas, Secretary

Attachments:

P&P 108, Volunteer Coordinator Job Description

# SCV-CAMFT BOARD MEETING MINUTES

June 27, 2014

Santa Clara Valley Chapter of California Association of Marriage and Family Therapists  
POLICY AND PROCEDURES MANUAL

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Subject: Volunteer Coordinator	Initial Date: 2010
Responsibility: Past-President	Date Revised: 5/22/14
Approved by: SCV-CAMFT Board of Directors	Revision Approved: 6/27/14

## **P & P 108**

### **JOB DESCRIPTION FOR VOLUNTEER COORDINATOR**

#### ***Specific duties:***

Participates in volunteer recruitment, and oversees and coordinates volunteer assignments for all events with various event directors. Strives to ensure that the service of volunteers is utilized regularly and with the utmost respect for volunteers' time. In the event of Volunteer Coordinator's absence, or a vacancy, the Past-President may appoint a replacement to perform the duties.

#### ***The Volunteer Coordinator's duties include:***

1. Volunteer Recruitment:
  - a. Networking and soliciting volunteers at SCV-CAMFT-sponsored events such as luncheons and support groups.
  - b. Placing recruitment announcements in the newsletter and/or utilizing the chapter exchange.
  - c. Responding to all volunteer inquiries in a timely and professional manner.
  - d. Maintenance of an up-to-date volunteer database with contact information, availability, volunteer assignments, and volunteer time.
2. Coordination of volunteer recognition activities such as:
  - a. Placing announcements in the newsletter
  - b. Verbally acknowledging volunteers at events/workshops
  - c. Holding events to specifically honor volunteers
  - d. Distributing certificates of appreciation at the annual meeting
3. Scheduling of all volunteer activities and is responsible for ensuring that volunteers receive clear, comprehensive information about their job duties, location, job duration, etc.
4. Collaborates with President-Elect and committee chairs to identify volunteer opportunities based on needs as they arise.
5. Creates and maintains a volunteer group email in order to build and maintain relationships with volunteers and to address volunteer-related concerns, challenges and achievements.
6. Submits monthly summary report of volunteer activity to the Board through the President-elect.
7. Develops and implements an assessment process to gather feedback from volunteers regarding their experiences.

-end-

Updated 6/18/14