Uplift Community Alliance®

VOLUNTEER HOURS RECORDER
JOB DESCRIPTION

Position Summary
The Volunteer Hours Recorder is the recordkeeper for community volunteer and member hours tracking.

General Responsibilities
- Comply with the committee's Policies.
- Appoint committee members.
- Conduct committee meetings as needed.
- Be a voting member of the Member Services Committee, attend meetings and submit reports to the Third Vice President, Member Services.
- Manage the committee budget, approve and submit invoices and vouchers to the Third Vice President, Member Services.
- Maintain a committee procedure book and/or electronic records file.
- Submit a proposed budget for the succeeding year as directed by the Third Vice President, Member Services.
- Prepare and submit a year-end report as directed by the Third Vice President, Member Services.
- Submit any job description and/or policy changes to the Bylaws Chair.

Specific Chair Position Responsibilities

1. Track and update monthly volunteer hours reports for the organization's use in grant writing, tax return preparation and provide as requested.

2. Assist members and others track hours via website input or paper submissions.

3. Obtain and record hours from attendee sign-up lists at regular meetings and Uplift Associates Auxiliary meetings.

4. Send email and Constant Contact reminders encouraging members to report hours.

5. Report hours to the President as requested and by the end of the fiscal year.

Competencies
Microsoft Word
Digital and electronic communication
Master Data File proficiency
Ability to download website information using website administrator license to create reports