

## VOLUNTEER POSITION DESCRIPTION

### CHAIR, NOMINATING AND RECRUITING COMMITTEE

<b>POSITION TITLE:</b>	Chair, Nominating and Recruiting Committee
<b>RESPONSIBLE TO:</b>	Market Board Chair
<b>STAFF PARTNER:</b>	Executive Director of Market Development or Senior Staff Partner
<b>TERM:</b>	Three (3) Years

#### RESPONSIBILITIES

##### LEAD

- Lead Nominating and Recruiting Committee's process to understand volunteer gaps, and identify/qualify candidates for volunteer leadership positions. See Committee Charter for more detail.
- Attend and participate in Market Board meetings and strategic planning sessions.
- Participate in the Market Board Standards of Excellence (SOE) assessment annually to identify gaps and determine market priorities.
- Participate in the development, execution and tracking of the Market Strategic Business Plan, collaborating with board members and other stakeholders to meet the identified goals and priorities.
- Complete an Individual Engagement Plan annually.
- Lead or serve on a Market Event, Board or Maternal and Child Health/Advocacy Committee.
- Represent March of Dimes at official functions and in the community at large.
- Participate in market and national training opportunities as appropriate.
- Register for the Advocacy Action Network and respond to action alerts.
- Act responsibly, ethically, and in good faith on behalf of March of Dimes.

##### FUND

Members are asked to support March of Dimes mission financially through defined Give and Get expectations. Members can meet this commitment by securing own company support and/or by solicitation of corporate partners, foundations and donors including cash donations, personal gifts, and/or in-kind donations annually.

- The Give and Get Market Board Member expectations vary by market. The financial target includes a suggested minimum personal annual gift of \$1,000. See Market Board Chair or staff partner for Give and Get expectations.
- Member financial commitments are reflected in the Individual Engagement Plans. The plans are discussed with the Market Board Chair, Volunteer Engagement Chair and staff partner and reviewed annually.

##### RECRUIT

- Using the defined March of Dimes Nominating and Recruiting process, work year-round with volunteer leaders and senior staff to conduct a volunteer gap analysis and identify high-impact candidates for volunteer leadership positions and build the volunteer pipeline.
- Conduct face-to-face meetings with qualified candidates, determine a plan of action and make recommendations to the full board.
- Partner with Volunteer Engagement Chair to provide timely orientation and onboarding experience.
- Ensure March of Dimes fulfills its commitment to diversity and inclusion by recruiting volunteer leadership reflective of the communities served.

#### TRAINING AND SUPPORT

- March of Dimes Market Board Orientation Onboarding Program
- Ongoing at regular meetings and national training opportunities
- Volunteer Learning Center Website and Volunteer Hub App
- National Volunteer Leadership Council