

VOLUNTEER POSITION DESCRIPTION NOMINATING AND RECRUITING CHAIR

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

NOMINATING COMMITTEE OVERVIEW

Building a continuous pipeline of volunteer leaders is a year-round process, which involves identifying volunteer leadership needs 2-3 years in advance. These leadership roles include board positions, event leaders, executive leadership team members, mission impact leaders and more. Boards are encouraged to cultivate relationships with our National Service Partners, young professionals, corporate partners and always be inclusive of age, gender, ethnicity, profession and background.

RESPONSIBILITIES:

Leadership Role

The volunteer leader works closely with the Market Board Chair and manages the process to understand the volunteer leadership gaps and build a diverse volunteer pipeline, ensuring that recruitment is a regular agenda item at every Market Board meeting. The leader is also the gatekeeper of nominations and managing the timeliness of candidate selection.

Committee Role

The committee supports the process and actively identifies and recruits new volunteer leaders representing the communities served. Committee members do not need to be Market Board members. Often involving others in the community increases the reach of the market's recruitment efforts.

Using the defined March of Dimes Nominating and Recruiting process, the committee works year round with volunteer leaders and senior staff to identify high-impact candidates for volunteer leadership positions and build the volunteer pipeline. Members 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 diverse volunteer leadership that reflects the communities served.

TRAINING AND SUPPORT

- **See the Volunteer Learning Center for more resources to support this committee**
- Market Board members are supported by the Executive Director, Senior Executive Director and other senior staff as appropriate
- National Volunteer Leadership Council members provide guidance and support as requested

- Volunteer Learning Center is a website dedicated to providing volunteers with resources, information and training tools including the Market Board Standards of Excellence: <https://volunteer.marchofdimes.org>
- Volunteer Hub is a communication and engagement platform where volunteers can get real-time information: <https://volunteerhub.marchofdimes.org/member/>