



****Positions with an asterisk are open. Those not open will be filled by the incumbent officer.**

Elected Positions

- President
- **President-Elect**
- Vice President Gift Shop Manager
- Vice President Membership
- Vice President Special Events
- **Recording Secretary**
- Corresponding Secretary
- **Member-at-Large**
- **Member-at-Large**
- Member-at-Large
- Member-at-Large

Appointments

- Parliamentarian/ Public Policies Chair
- Hours Chair
- Finance Chair

- All terms of office are one-year.
- The incumbent officer may serve an additional year in the same position.
- This nomination cycle is for the fiscal year of July 1, 2010 thru June 30, 2011.

Service descriptions for open board positions are on the pages following this Interest/Nomination Form. Service descriptions for all positions are available upon request.

- I am interested in a leadership position and would like to nominate myself for a position on the EMC Volunteers Board of Directors.
- I would like to nominate the following volunteers for a position on the EMC Volunteers Board of Directors.

Name of Person Being Nominated: _____

Phone _____

Position: _____

Why do you believe the above named person would be a good candidate for this position?: _____

Your Name (Nominating Party) _____

Please complete and return to the Enloe Volunteers by April 1, 2010



EMC VOLUNTEERS BOARD POSITION

POSITION TITLE: **PRESIDENT -ELECT**

EXECUTIVE BOARD POSITION

TERM OF OFFICE: July 1, 2010 – June 30, 2011

Approval: April 2009

QUALIFICATIONS

- An active member of the EMC Volunteers
- Able to represent the EMC Volunteers in a professional manner
- Good communication skills
- Good leadership skills
- Able to collaborate and coordinate all aspects of the EMC Volunteers
- Knowledge of Parliamentary Procedure

RESPONSIBILITIES

- Work cooperatively with the EMC Volunteer Board, Volunteers, Volunteer Services Staff and other hospital personnel
- Assist the President in conducting the business of the EMC Volunteers
- Attend all meetings of the Board and the Executive Board
- Attend President/President-Elect Mt. Shasta Area Council meetings and Mini-Conventions if possible
- Attend the CAHHS Volunteer Conference.
- As requested by the President, attend Board of Trustees and Foundation meetings representing the EMC Volunteers
- Attend other meetings of the EMC Volunteers as requested by the President and/or the Director of Volunteer Services
- Assist with other functions as requested by the President and/or Director of Volunteer Services
- Become familiar with current Bylaws and Policies and Procedures of the EMC Volunteers
- Notify the President of the EMC Volunteers if unable to attend meeting of EMC Volunteer Board and if a report is to be given, provide a copy to the Recording Secretary
- Perform other duties as requested by the President and/or Director of Volunteer Services
- Serve as Co-Chair of the Nomination Committee
- Serve as Chair of the Scholarship Committee

- In the absence, disability or resignation of the President, assume the duties and powers incident to the office of President

I have read and understand this position description and agree to fulfill the responsibilities as described.

Officer's Printed Name:	Signature:	Date:
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AUXILIARY BOARD POSITION DESCRIPTION

POSITION: **RECORDING SECRETARY**

EXECUTIVE BOARD POSITION

TERM OF OFFICE: **July 1, 2010 – June 30, 2011**

Approved: April 2009

QUALIFICATIONS

- An active member of the EMC Volunteers
- Able to represent the EMC Volunteers in a professional manner
- Good communication skills
- Must have computer skills necessary to e-mail minutes to Volunteer Services Department Secretary

RESPONSIBILITIES

- Work cooperatively with the EMC Volunteer Board, Volunteers, Volunteer Services Staff and other hospital personnel
- Record minutes of all EMC Volunteer Executive and Regular Board meetings
- Record minutes of any special meetings called by the President
- E-mail draft of Board minutes to Volunteer Services Secretary within one (1) week of meeting for final formatting and distribution
- Ensure that the records, being property of the EMC Volunteers, will be kept in the Volunteer Services office and be available for inspection by any member during regular office hours
- Notify the President of the EMC Volunteers if not able to be present at meetings needing to be recorded
- Become familiar with current bylaws and policies and procedures of the EMC Volunteers
- Perform all duties requested by the President and/or Director of Volunteer Services

I have read and understand this position description and agree to fulfill the responsibilities as described.

Officer's Printed Name:	Signature:	Date:



EMC VOLUNTEERS BOARD POSITION

POSITION TITLE: **MEMBER AT LARGE (2)**

EXECUTIVE BOARD POSITION

TERM OF OFFICE: Two of four positions available
July 1, 2010 – June 30, 2011

Approved: April 2009

QUALIFICATIONS

- An active member of the EMC Volunteers
- Able to represent the EMC Volunteers in a professional manner

RESPONSIBILITIES

- Work cooperatively with the EMC Volunteers Board, Volunteer, Volunteer Services Staff and other hospital personnel
- Serve as a liaison between the members of the EMC Volunteers, the Volunteer Board, and Service Areas
- Assist the V.P. Special Events with greeting and hosting at volunteer events
- Assist the Parliamentarian/Public Policies Chair with absentee voting
- Coordinate activities of EMC Handcrafters
- Attend memorial services for EMC Volunteers members and their immediate family
- Perform other duties as requested by the President and/or Director of Volunteer Services
- Become familiar with the current Bylaws and Policies and Procedures of the EMC Volunteers
- Notify the President if unable to attend meeting of the EMC Volunteers Board
- Provide written report to the Recording Secretary, if appropriate

I have read and understand this position description and agree to fulfill the responsibilities as described.

Officer's Printed Name:	Signature:	Date:
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