

**VOLUNTEER POSITION DESCRIPTION: AUDIT CHAIR**

<b>Location</b>	American Red Cross, Lee County Alabama Chapter
<b>Position Title</b>	Audit Chair
<b>Purpose</b>	Provide leadership in its fiduciary responsibilities related to accounting and financial reporting, the Chapter's internal control structure and serves as an effective forum for communication between the board and independent auditors
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Willingness to support Red Cross Mission Review proposed plan for conducting audit. May request special audit-related services to be performed.</li> <li>• Recommend the engagement of independent auditors;</li> <li>• Inquire into matters within the scope of duties and authority</li> <li>• Ensure that management responds in writing to any concerns or findings noted in annual management letter</li> <li>• Review and transmit audit results and the financial statements to board</li> <li>• Oversee the adequacy of the chapter's internal control structure</li> <li>• Assure that adequate minutes are maintained of meetings and action taken</li> <li>• Monitor official financial information provided to public.</li> <li>• Schedule committee meetings at least quarterly, send notices to members, arrange for minutes to be recorded.</li> </ul>
<b>Relationships</b>	Chapter Chair, Chapter Executive Director, independent auditors
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Knowledge of finances and budget system</li> <li>• Good leadership, communications skills</li> <li>• Ability to identify financial issues and recommend solutions</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Orientation to American Red Cross</li> <li>• Board Orientation</li> <li>• Other training as appropriate for position</li> </ul>
<b>Appointed by</b>	Chapter Chair
<b>Reports to or Partners with</b>	Chapter Board
<b>Length of Appointment</b>	1 year, renewable
<b>Time Commitment</b>	2-3 meetings (2-4 hours each) a year
<b>Development Opportunities</b>	<ul style="list-style-type: none"> <li>• Be a valued member of Red Cross as an organization that saves lives and educates people</li> <li>• Red Cross conference, seminars, national convention</li> <li>• Beyond-the-Chapter opportunities with Service Area councils, national task forces and committees</li> </ul>

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

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Revised date \_\_\_\_\_

**VOLUNTEER POSITION DESCRIPTION  
BLOOD SERVICES CHAIR**

<b>Location</b>	American Red Cross, Lee County Alabama Chapter
<b>Position Title</b>	Blood Services Chair
<b>Purpose</b>	Provide leadership and support for volunteers serving in Blood Service collections at fixed and mobile donor sites
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Willingness to support Red Cross Mission</li> <li>• Chair blood services committee and recruit members who will recruit, train and schedule volunteer staff at community blood drives</li> <li>• Recruit bloodmobile sites and help to set donor goals for community, business, and school sponsors</li> <li>• Ensure that paid staff and chapter blood volunteers receive updated training on new procedures in a timely manner</li> <li>• Maintain volunteer records and implement annual recognition event</li> <li>• May serve as ex-officio or regular member on Chapter Board of Directors and report on donors, volunteer activities and local level of blood supplies</li> <li>• Attend meetings relevant to Chapter's jurisdiction and Red Cross blood services in the community</li> </ul>
<b>Relationships</b>	Red Cross staff, chapter and blood services, paid and volunteers; community leaders
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Ability to plan and organize effectively</li> <li>• Be a self-starter and able to work independently</li> <li>• Able to interact and effectively lead a variety of people</li> <li>• Flexible and able to learn quickly</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Orientation to American Red Cross</li> <li>• Board Orientation</li> <li>• Blood Services Orientation</li> <li>• On-going training to update blood service program requirements</li> <li>• Red Cross Leadership training</li> </ul>
<b>Appointed by</b>	Determined by unit/chapter/blood services structure
<b>Reports to or Partners with</b>	Chapter Manager, Chapter Chairperson, Blood Collections Supervisor
<b>Length of Appointment</b>	1 year, renewable
<b>Time Commitment</b>	Two days/month
<b>Development Opportunities</b>	<ul style="list-style-type: none"> <li>• Be a valued team member of a Red Cross service that saves lives and educates people</li> <li>• Red Cross conferences, seminars, national convention</li> <li>• Beyond-the-chapter opportunities in Service Area councils, national task forces and committees</li> </ul>

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

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Revised date \_\_\_\_\_

**VOLUNTEER POSITION DESCRIPTION  
BUILDING & PROPERTY CHAIR**

<b>Location</b>	American Red Cross, Lee County Alabama Chapter
<b>Position Title</b>	Building and Property Chair
<b>Purpose</b>	Lead the chapter in overseeing the maintenance and improvements of chapter's buildings
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Willingness to support Red Cross Mission</li> <li>• Chair the Building and Property Committee</li> <li>• Oversee maintenance of chapter building, parking lots and grounds</li> <li>• Establish and evaluate maintenance contracts</li> <li>• Participate in the annual operating budget for building and grounds service</li> <li>• Assess and recommend repairs</li> <li>• Use community relationships to receive best possible bids for maintaining Red Cross building and property</li> <li>• Schedule meetings as needed, notify committee members and arrange for minutes to be recorded.</li> </ul>
<b>Relationships</b>	Board Chair, Executive Director
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Experience in managing property</li> <li>• Ability to show cooperation and tact in meeting and dealing with Red Cross and non Red Cross persons to achieve desirable outcomes for both parties</li> <li>• Ability to influence people and maintain efficiency</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Orientation to American Red Cross</li> </ul>
<b>Appointed by</b>	Board Chair
<b>Reports to or Partners with</b>	Board Chair
<b>Length of Appointment</b>	1 year, renewable
<b>Time Commitment</b>	20 hours per year
<b>Development Opportunities</b>	<ul style="list-style-type: none"> <li>• Be a valued leadership member of the Red Cross as an organization that saves lives and educates people</li> <li>• Preserve and improve Red Cross property</li> <li>• Develop better community relationships</li> </ul>

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

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**VOLUNTEER POSITION DESCRIPTION  
DISASTER SERVICES CHAIR**

<b>Location</b>	American Red Cross, Lee County Alabama Chapter
<b>Position Title</b>	Disaster Services Chair
<b>Purpose</b>	Assist Red Cross in delivering mission to provide relief to victims of disaster and help prevent, prepare for, and respond to emergencies
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Willingness to support Red Cross Mission</li> <li>• Provide leadership for the Disaster volunteers and consult with Emergency Services Director to assist with the co-leadership responsibilities for development &amp; delivery of disaster services in chapter</li> <li>• Confer with Emergency Services Director on weekly basis to discuss department needs and services</li> <li>• Provide supervision support to DAT Captains/Leads</li> <li>• Develop and implement local DAT schedule and training</li> <li>• Serve as liaison to local community emergency officials</li> <li>• Conduct Disaster Services committee and key leadership meetings</li> <li>• Serve as representative on Chapter Service Delivery Committee</li> <li>• Schedule meetings, notify committee members, arrange for minutes to be recorded.</li> </ul>
<b>Relationships</b>	Service Delivery Committee Chair. Emergency Services Director, DAT's leadership & members
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Experience as a DAT Captain</li> <li>• Ability to lead disaster volunteers</li> <li>• Good organizational, verbal and written communication skills</li> <li>• Completed all required disaster training</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Orientation to American Red Cross</li> <li>• Board Orientation</li> <li>• Introduction to Disaster Services</li> <li>• Damage Assessment, Mass Care, Shelter Operations, Shelter Stimulation</li> <li>• First Aid/CPR/AED certification</li> <li>• Family Services: Providing Emergency Assistance</li> <li>• Supervision in Disaster</li> <li>• Administrating a Small Disaster Operation</li> </ul> <p>Recommended: <i>Serving The Diverse Community; Working Together: Paid and Volunteer Staff Relationships</i></p>
<b>Appointed by</b>	Emergency Services Chair and/or Director
<b>Reports to or Partners with</b>	Chapter/Unit Board Chair and Emergency Services Chair and/or Director
<b>Length of Appointment</b>	1-year term, renewable
<b>Time Commitment</b>	3-4 hours per week
<b>Development Opportunities</b>	<ul style="list-style-type: none"> <li>• Be a valued member of Red Cross as an organization that saves lives and educates people</li> <li>• Red Cross conferences, seminars, national convention</li> <li>• Beyond-the-Chapter opportunities with Service Area Councils, national task forces and committees</li> </ul>

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

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**VOLUNTEER POSITION DESCRIPTION  
FINANCE COMMITTEE CHAIR**

<b>Location</b>	American Red Cross, Lee County Alabama Chapter
<b>Position Title</b>	Finance Committee Chair
<b>Purpose</b>	Provide leadership in overseeing the work of the volunteers and paid staff in preparing the annual budget and financial statements and in administering, collecting, and disbursing the financial resources of the chapter; and advise the board of directors in making significant financial decisions.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Willingness to support the Red Cross Mission</li> <li>• Ensure development of a board-approved balanced fiscal year chapter budget and long-range (at least 3 years) financial goals</li> <li>• Oversee Chapter's finances (funds and assts) to ensure all chapter books and records are maintained in accordance with corporate policy</li> <li>• Provide accurate monthly/quarterly financial reports to board including balance sheet</li> <li>• Oversee a system of internal fiscal controls in accordance to corporate policies</li> <li>• Assist supporting and evaluating chapter's fundraising events to support budget</li> <li>• Record committee decisions and activities</li> <li>• Schedule meetings at least quarterly, notify committee members and arrange for minutes to be recorded.</li> </ul>
<b>Relationships</b>	Board of Directors (some of whom make up the Finance Committee); Chief Financial Officer; Chief Executive Officer or equivalents
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Skills in financial practices, including budgeting, planning, and investing.</li> <li>• Good communication skills</li> <li>• Analytical ability</li> <li>• Sensitive to diversity issues</li> <li>• An understanding of needs for American Red Cross services, as well as the financial and human resources within the chapter's jurisdiction</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Orientation to American Red Cross</li> <li>• Board Orientation</li> <li>• Complete understanding of Red Cross Financial Manual of Policy and Procedures</li> <li>• Other trainings as appropriate for this position</li> </ul>
<b>Appointed by</b>	Chapter Chair
<b>Reports to or Partners with</b>	<ul style="list-style-type: none"> <li>• Chapter Chair; Board of Directors;</li> <li>• Partners with Chief Financial Officer or equivalent</li> </ul>
<b>Length of Appointment</b>	1 year, renewable
<b>Time Commitment</b>	4-6 hours per month
<b>Development Opportunities</b>	<ul style="list-style-type: none"> <li>• Be a valued team member of the Red Cross, an organization that saves lives and educates people</li> <li>• Red Cross conferences, seminars, national convention</li> <li>• Beyond the chapter opportunities, e.g., Service Area councils, task forces and committees</li> </ul>

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

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**VOLUNTEER POSITION DESCRIPTION  
DEVELOPMENT CHAIR**

<b>Location</b>	American Red Cross, Lee County Alabama Chapter
<b>Position Title</b>	Development Committee Chair
<b>Purpose</b>	Provide leadership in initiating, developing, overseeing, and conducting the fund raising activities of the Chapter, within national guidelines and Board policies and procedures, and implementing special fund drives initiated by the national sector, and efforts in conjunction with local and regional disasters.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Willingness to support the Red Cross Mission</li> <li>• Conduct Board solicitation for 100% participation goal</li> <li>• Develop and recommend a comprehensive three to five year chapter development plan that provides realistic strategy for fund raising including a semi-annual review of the plan</li> <li>• Develop and conduct an annual personal solicitation program for major donors, corporations and foundations</li> <li>• Organize and conduct special event fund raising programs</li> <li>• Develop strategies for year round United Way relations; support and assist in United Way presentations</li> <li>• Develop chapter's disaster fundraising plan (DFRAP) and conduct disaster campaigns that meet local, service area and national needs</li> <li>• Ensure that the chapter develops and maintains donor records, acknowledgement processes and required reporting procedures in accordance with national policies</li> <li>• Evaluate fund raising results periodically and make appropriate recommendations to Board to ensure maximum results</li> <li>• Schedule meetings at least quarterly, notify committee members and arrange for minutes to be recorded.</li> </ul>
<b>Relationships</b>	Board of Directors, Fund Development Committee members, Chief Executive Officer, Chief Financial Officer or their equivalent
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Member of the Board of Directors</li> <li>• Skills in financial practices, including budgeting, planning, and investing.</li> <li>• Good communication and analytical skills</li> <li>• An understanding of needs for American Red Cross services, as well as the financial and human resources within the chapter's jurisdiction</li> <li>• Knowledge of and influence in the community</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Orientation to American Red Cross</li> <li>• Board Orientation</li> <li>• Other trainings as appropriate for this position</li> </ul>
<b>Appointed by</b>	Chapter Chair
<b>Reports to or Partners with</b>	<ul style="list-style-type: none"> <li>• Chapter Chair; Board of Directors;</li> <li>• Partners with Chief Executive Officer and Chief Financial Officer or their equivalent</li> </ul>
<b>Length of Appointment</b>	1 year, renewable
<b>Time Commitment</b>	4-6 hours a month
<b>Development Opportunities</b>	<ul style="list-style-type: none"> <li>• Be a valued team member of a Red Cross service that saves lives and educates people.</li> <li>• Participate in training courses, conferences, and seminars</li> <li>• Beyond the chapter opportunities, e.g., Service Area councils and national task forces and committees</li> </ul>

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

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Revised date \_\_\_\_\_

**JOB DESCRIPTION: CHAIR, GOVERNANCE COMMITTEE**

<b>Location</b>	American Red Cross, Lee County Alabama Chapter
<b>Position Title</b>	Chair, Governance Committee
<b>Purpose</b>	Provide leadership in cultivating, recommending and recruiting community members to serve on the chapter Board of Directors.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Willingness to support the Red Cross mission</li> <li>• Annually review Board of Director member participation to ensure all are active and all vacancies filled with productive members</li> <li>• Complete the Board profile annually to determine needs and qualifications for individuals to fill the vacancies. Ensure that nominees represent cultural profile of community</li> <li>• Actively recruit new board members and ensure that they are provided timely Red Cross orientation and training</li> <li>• Prepare slate of individuals to fill vacancies on the Board of Directors</li> <li>• Oversee the chapter's annual board self-evaluation</li> <li>• Prepare a slate of Chapter Officers for election by the Board of Directors and National Convention</li> <li>• Present names at Board meetings to temporarily fill positions on the Board of Directors which become vacant during the course of the year</li> <li>• Schedule committee meetings, notify members and arrange for minutes to be recorded</li> </ul>
<b>Relationships</b>	Chapter Chair; Chair of Volunteers; Chief Executive Officer or equivalent
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Member of the Board of Directors</li> <li>• Knowledgeable of and respected by the leadership in the community</li> <li>• Conversant in Red Cross service delivery goals</li> <li>• Sensitive to diversity issues</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Orientation to American Red Cross</li> <li>• Board Orientation</li> <li>• Other training as appropriate to positions</li> </ul>
<b>Appointed by</b>	Chapter Chair with approval of Board of Directors
<b>Reports to or Partners with</b>	Chapter Chair and Board of Directors; Partners with Chair of Volunteers; Chief Executive Officer or equivalent
<b>Length of Appointment</b>	1 year, renewable
<b>Time Commitment</b>	4-6 hours per month
<b>Development Opportunities</b>	<ul style="list-style-type: none"> <li>• Be a valued member of the Red Cross, an organization that saves lives and educates people</li> <li>• Red Cross conferences, seminars</li> <li>• Beyond the chapter opportunities, e.g., Service Area councils; national task forces and committees</li> </ul>

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

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Revised date \_\_\_\_\_

**VOLUNTEER POSITION DESCRIPTION  
HUMAN RESOURCES CHAIR**

<b>Location</b>	American Red Cross, Lee County Alabama Chapter
<b>Position Title</b>	Human Resources Committee Chair
<b>Purpose</b>	Provide leadership in oversight of the Chapter's personnel and compensation policies, participation in benefit programs and development for paid and volunteer staff.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Willingness to support the Red Cross Mission</li> <li>• Develop, implement annually review and update a written chapter personnel policy to include salary, benefits, employment practices, a grievance procedure for employees and volunteers and related matters</li> <li>• Advise Board of Directors on personnel requirements, needs, grievance resolutions and other significant human resources issues</li> <li>• Ensure that employees and volunteers reflect the cultural diversity of the chapter's jurisdiction through development, implementation and monitoring of the chapter's cultural diversity plan</li> <li>• Monitor and evaluate the work of the chapter paid and volunteer staff leadership to secure, support and develop the personnel necessary to accomplish the work of the Chapter. In coordination with the Chapter Executive, compete an annual review of staffing needs, including an annual budget that reflects the chapter's overall long-range plans</li> <li>• Oversee a recognition program for all chapter employees and volunteers</li> <li>• Schedule meetings at least quarterly, notify committee members and arrange for minutes to be recorded.</li> </ul>
<b>Relationships</b>	Chapter Chair, Board of Directors, Chief Executive Officer, HR Director and Chair of Volunteers, or equivalents
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Member of the Board of Directors</li> <li>• Commitment to the American Red Cross</li> <li>• Understanding of the chapter's goals, organization, services and the responsibilities of paid and volunteer staff</li> <li>• Sensitive to diversity issues</li> <li>• Demonstrated ability and experience in working with volunteers</li> <li>• Professional background in personnel management</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Orientation to American Red Cross</li> <li>• Board Orientation</li> </ul>
<b>Appointed by</b>	Chapter Chair
<b>Reports to or Partners with</b>	Board of Directors; Partners with Chapter Chair and Chief Executive Officer, HR Director, Chair of Volunteers, or their equivalents
<b>Length of Appointment</b>	1 year, renewable
<b>Time Commitment</b>	4-6 hours per month
<b>Development Opportunities</b>	<ul style="list-style-type: none"> <li>• Be a valued member of Red Cross organization that saves lives and educates people</li> <li>• Red Cross seminars, conference, national convention</li> <li>• Beyond the chapter opportunities, e.g., Service Area Council; Committees; National Task Forces and Committees</li> </ul>

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

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Date

Revised date \_\_\_\_\_

**VOLUNTEER POSITION DESCRIPTION  
SERVICE DELIVERY CHAIR**

<b>Location</b>	American Red Cross, Lee County Alabama Chapter
<b>Position Title</b>	Service Delivery Committee Chair
<b>Purpose</b>	Responsible for oversight of the chapter's delivery and provision of services in its jurisdiction.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Willingness to support the Red Cross Mission</li> <li>• Ensure adequate resources and efforts are allocated to the provision of CORE and CRITICAL services.</li> <li>• Ensure that chapter activities and programs are working toward the achievement of the Chapter Indicators of Performance</li> <li>• Schedule meetings at least quarterly, notify committee members and arrange for minutes to be recorded.</li> </ul>
<b>Relationships</b>	Chapter Chair; Finance Committee Chair; Fund Development Chair; Board of Directors; Chief Executive Officer
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Member Board of Directors</li> <li>• Understanding of and commitment to the American Red Cross, its goals, organization, services and responsibilities held by both paid and volunteer staff.</li> <li>• Sensitivity to issues of diversity and ethnicity</li> <li>• Demonstrated ability to work with volunteers</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• American Red Cross Orientation</li> <li>• Board Orientation</li> <li>• Other training as appropriate for position</li> </ul>
<b>Appointed by</b>	Chapter Chair; approved by Board of Directors
<b>Reports to or Partners with</b>	Chapter Chair; Board of Directors; Partners with Chief Executive Officer and all service delivery functioning committee chairs, volunteer and paid staff
<b>Length of Appointment</b>	1 year, renewable
<b>Time Commitment</b>	4-6 hours per week
<b>Development Opportunities</b>	<ul style="list-style-type: none"> <li>• Be a valued member of Red Cross as an organization that saves lives and educates people</li> <li>• Red Cross conferences, seminars</li> <li>• Beyond the Chapter opportunities, e.g., service area councils; national task forces and committees</li> </ul>

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

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Revised date \_\_\_\_\_

**VOLUNTEER POSITION DESCRIPTION  
CHAIR OF VOLUNTEERS**

<b>Location</b>	American Red Cross, Lee County Alabama Chapter
<b>Position Title</b>	Chair of Volunteers
<b>Purpose</b>	Ensures effective involvement of volunteers by advocating volunteerism in the decision-making and policy-making practices of the chapter. Provides oversight to chapter programs and activities designed to recruit, train, deploy, and develop volunteers for involvement in all chapter programs.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Willingness to support the Red Cross Mission</li> <li>• Ensure effective volunteer administration practices are advocated, considered, and implemented by the board</li> <li>• Serves as a member of Executive Committee and is an advisory member of the Human Resources Committee</li> <li>• Serves as a member of the Service Delivery and Strategic Planning Committees</li> <li>• Works closely with the Chapter's Nominating Committee to assure a coordinated effort of board recruitment and development</li> <li>• Maintains the Chapter's commitment to diversity through recruitment and volunteer development practices including identifying and developing volunteers to leadership status</li> <li>• Strengthens relationships between paid and volunteer staff in all aspects, including planning and operations</li> <li>• Schedule meetings at least quarterly, notify committee members and arrange for minutes to be recorded.</li> </ul>
<b>Relationships</b>	Chapter Chair, Board of Directors, Chief Executive Officer and Chief Program Officer or their equivalents, Service Delivery Committee Chair; Strategic Planning Committee Chair
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Member of the Board of Directors</li> <li>• Sensitive to diversity issues</li> <li>• Commitment to the American Red Cross its values and an understanding of its objectives, organization, services, and the responsibilities and relationships of working with volunteers</li> <li>• Demonstrated interest in promoting volunteerism</li> <li>• Leadership and management skills (including planning, organizing, implementing, monitoring, and evaluating skills)</li> <li>• Knowledge of and influence in the community</li> <li>• Ability to work in a variety of roles, including those of consultant, collaborator, and administrator</li> <li>• Ability to understand concepts and articulate ideas</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• American Red Cross Orientation</li> <li>• Board Orientation</li> </ul>
<b>Appointed by</b>	Chapter Chair
<b>Reports to or Partners with</b>	Chapter Chair; Partners with Chief Executive Officer, Human Resources Director, Volunteer Resources Director, or their equivalents
<b>Length of Appointment</b>	1 year, renewable
<b>Time Commitment</b>	4-6 hours per month
<b>Development Opportunities</b>	<ul style="list-style-type: none"> <li>• Be a valued team member of a Red Cross chapter that saves lives and educates people</li> <li>• Red Cross conferences, seminars</li> <li>• Beyond the chapter opportunities, e.g., Service Area committees and councils; national task forces and committees</li> </ul>

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

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Signature \_\_\_\_\_

Date \_\_\_\_\_  
Revised date \_\_\_\_\_

**VOLUNTEER POSITION DESCRIPTION  
CHAPTER CHAIR**

<b>Location</b>	American Red Cross, Lee County Alabama Chapter
<b>Position Title</b>	Chapter Chair
<b>Purpose</b>	Oversees implementation of corporate and local policies and ensures that appropriate administrative systems are established and maintained. The Chair is the senior volunteer leader of the chapter who presides at all meetings of the board of directors, the Executive Committee, and the chapter's membership. The Chair is an ex-officio member of all committees of the chapter. The Chair works with the Board to set policies and elect governance and relies on the Chapter Executive to handle day to day operations.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Willingness to support the Red Cross Mission</li> <li>• Works with the chief executive officer or equivalent, board, and committee chairs to develop agendas for board of directors' meetings, and presides at these meetings.</li> <li>• Appoints volunteers to key leadership positions, including positions as board committee and service committee chairs</li> <li>• Supports the chapter's annual fundraising with his/her own financial contributions. Recognizes his/her responsibility to set the example for other board members.</li> <li>• Schedules meetings, notifies board members, prepares agendas</li> <li>• Works with the board, paid and volunteer leadership in accordance with the chapter By-Laws, to establish and maintain systems for-- <ul style="list-style-type: none"> <li>○ Planning the chapter's operational and service effectiveness and setting priorities for future development</li> <li>○ Controlling fiscal affairs</li> <li>○ Acquiring, maintaining and disposing of chapter property</li> <li>○ Maintaining a public relations program to ensure community involvement.</li> <li>○ Ensuring the ethical standards of the chapter</li> </ul> </li> </ul>
<b>Relationships</b>	Chapter board of directors; Chief Executive Officer or equivalent
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A commitment to the American Red Cross and its values and an understanding of Red Cross objectives, organization, services, and the responsibilities and relationships of paid and volunteer staff</li> <li>• Leadership and management skills (including planning, organizing, implementing, monitoring, and evaluating skills)</li> <li>• Knowledge and influence in the community</li> <li>• Ability to work in a variety of roles</li> <li>• Ability to understand concepts and articulate ideas, sensitive to diversity issues</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Orientation to American Red Cross</li> <li>• Board Orientation</li> <li>• Creating Leadership Connections (CLC)</li> </ul>
<b>Appointed by</b>	Elected by Board of Directors
<b>Reports to or Partners with</b>	Board of Directors; Partners with Chief Executive Officer or equivalent
<b>Length of Appointment</b>	1 year, renewable
<b>Time Commitment</b>	8-10 hours per month
<b>Development Opportunities</b>	<ul style="list-style-type: none"> <li>• Be a valued member of the Red Cross an organization that saves lives and educates people</li> <li>• Red Cross conferences, seminars, national convention</li> <li>• Beyond the chapter opportunities, e.g., Service Area councils; national task forces and committees</li> </ul>

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

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Print Name

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Signature

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Date  
Revised date: \_\_\_\_\_

**VOLUNTEER POSITION DESCRIPTION  
BOARD SECRETARY**

<b>Location</b>	American Red Cross, Lee County Alabama Chapter
<b>Position Title</b>	Board Secretary
<b>Purpose</b>	Ensure the actions of the Board of Directors are documented for the record.
<b>Key Responsibilities</b>	In addition to normal board of directors functions and deliberations: <ul style="list-style-type: none"> <li>• Commitment to the American Red Cross and its values</li> <li>• Serve as a member of the Executive Committee</li> <li>• Ensure notice of meetings and needed information regarding business to be discussed is distributed to the members of the Board in advance of meetings</li> <li>• Record, prepare and/or ensure written minutes of meetings are distributed to members according to procedures</li> <li>• Ensure appropriate and safe storage of minutes, reports, etc.</li> <li>• Ensure record of board attendance at meetings is maintained</li> </ul>
<b>Relationships</b>	Chapter Chair; Chief Executive Officer
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Member of the Board of Directors</li> <li>• Understanding of the chapter's goals, objectives, organization, services, and the responsibilities and relationships of paid and volunteer staff</li> <li>• Knowledge and influence in the community</li> <li>• Ability to understand concepts and articulate ideas</li> <li>• Sensitive to diversity issues</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• American Red Cross Orientation</li> <li>• Board Orientation</li> </ul>
<b>Appointed by</b>	Elected by the Board of Directors
<b>Reports to or Partners with</b>	Board of Directors; Partners with Chief Executive Officer
<b>Length of Appointment</b>	Elected for one year term; may be re-elected during board term
<b>Time Commitment</b>	2-4 hours per month
<b>Development Opportunities</b>	<ul style="list-style-type: none"> <li>• Be a valued member of the Red Cross an organization that saves lives and educates people</li> <li>• Red Cross conferences, seminars, national convention</li> <li>• Beyond the chapter opportunities, e.g., Service Area councils; national task forces and committees</li> </ul>

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

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Print Name

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Signature

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Date

Revised date \_\_\_\_\_

**VOLUNTEER POSITION DESCRIPTION  
BOARD TREASURER**

<b>Location</b>	American Red Cross, Lee County Alabama Chapter
<b>Position Title</b>	Board Treasurer
<b>Purpose</b>	Ensures jointly with the chapter chair that current records are maintained, reflecting the financial condition of the chapter. These records will include cash, outstanding advances, investments, accounts receivable and other assets, accounts payable and fund balances (net assets).
<b>Key Responsibilities</b>	In addition to normal board of directors functions and deliberations: <ul style="list-style-type: none"> <li>• Commitment to the American Red Cross Mission</li> <li>• Serve as a member of the Executive Committee</li> <li>• Serve as Chair of the Finance Committee</li> <li>• Control all chapter funds</li> <li>• Participate in the preparation of the chapter budget and present to Board of Directors for approval</li> <li>• Ensure that accurate books and records on financial condition are maintained</li> <li>• Ensure that the chapter complies with corporate and statutory reporting requirements</li> <li>• Ensure that comprehensive financial reports to the Board (including budget comparisons), to National Headquarters and to the local community are prepared in a timely and accurate manner</li> <li>• Provide complete chapter records to the auditor for the annual audit.</li> <li>• Ensure the fiscal assets of the chapter are maintained in good order</li> <li>• Assist with presentation of budget to United Way and other funding sources</li> <li>• Perform all other duties incident to the office of treasurer</li> </ul>
<b>Relationships</b>	Chapter Chair; Chief Financial Officer or equivalent, Chair Fund Development Committee
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Member of the Board of Directors</li> <li>• Understanding of the chapter's goals, objectives, organization, services, and the responsibilities and relationships of paid and volunteer staff</li> <li>• Knowledge and influence in the community</li> <li>• Ability to understand concepts and articulate ideas</li> <li>• An understanding of the record keeping, accounting systems, and financial reports of the chapter</li> <li>• Sensitive to diversity issues</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• American Red Cross Orientation</li> <li>• Board Orientation</li> <li>• Other trainings as appropriate for the position</li> </ul>
<b>Appointed by</b>	Elected by the Board of Directors
<b>Reports to or Partners with</b>	Chapter Chair and Board of Directors; Partners with Chief Executive Officer, Chief Financial Officer or their equivalents
<b>Length of Appointment</b>	1 year, renewable
<b>Time Commitment</b>	<ul style="list-style-type: none"> <li>• 1-2 hours weekly</li> </ul>
<b>Development Opportunities</b>	<ul style="list-style-type: none"> <li>• Be a valued member of the Red Cross an organization that saves lives and educates people</li> <li>• Red Cross conferences, seminars related to financial affairs</li> <li>• Beyond the chapter opportunities, e.g., Service Area councils; national task forces and committees</li> </ul>

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

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Print Name

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Signature

Date \_\_\_\_\_  
Revised date \_\_\_\_\_

**VOLUNTEER POSITION DESCRIPTION  
CHAPTER VICE-CHAIR**

<b>Location</b>	American Red Cross, Lee County Alabama Chapter
<b>Position Title</b>	Board Vice Chair
<b>Purpose</b>	Preside at meetings of the board of directors in the absence of the Chapter Chair and carry out other duties and responsibilities as necessary and/or assigned.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Willingness to support the Red Cross Mission</li> <li>• In addition to normal board of directors functions and deliberations <ul style="list-style-type: none"> <li>○ In the absence of the Chapter Chair, preside at meetings of the Board of Directors or Executive Committee</li> <li>○ Serve as a member of the Executive Committee</li> <li>○ Serve as a chair or member of standing committee as requested</li> <li>○ Fill positions as requested by the Chair</li> </ul> </li> </ul>
<b>Relationships</b>	Chapter Chair; Board of Directors; Chief Executive Officer or equivalent
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A commitment to the American Red Cross and its values and an understanding of Red Cross objectives, organization, services, and the responsibilities and relationships of paid and volunteer staff</li> <li>• Leadership and management skills (including planning, organizing, implementing, monitoring and evaluating skills)</li> <li>• Knowledge of and influence in the community</li> <li>• Ability to work in a variety of roles, including those of consultant, collaborator, and administrator</li> <li>• Ability to understand concepts and articulate ideas</li> <li>• Sensitive to diversity issues</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• American Red Cross Orientation</li> <li>• Board Orientation</li> <li>• Other trainings as appropriate for the position</li> </ul>
<b>Appointed by</b>	Elected by Board of Directors
<b>Reports to or Partners with</b>	Chapter Chair, Board of Directors; Partners with Chief Executive Officer, Chief Program Officer, or their equivalents
<b>Length of Appointment</b>	1 year, renewable
<b>Time Commitment</b>	4-6 hours per month
<b>Development Opportunities</b>	<ul style="list-style-type: none"> <li>• Be a valued member of the Red Cross an organization that saves lives and educates people</li> <li>• Red Cross conferences, seminars, national conventions</li> <li>• Beyond the chapter opportunities, e.g., Service Area councils; national task forces and committees</li> </ul>

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

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Print Name

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Signature

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Date

Revised date \_\_\_\_\_