**Board Member Duties**

**Volunteer Coordinator**

1. Will be a non-paid position.

2. Actively pursues new volunteers for the Thrift Shop.

3. Maintains a current volunteer roster and hour tracking.

4. Assists all Board Members and volunteers in registering in VMIS, submits the volunteer hours once registered and report the number of volunteer hours, at the monthly board meeting.

5. Submits volunteers for awards as deserving.

6. With the Manager, plans and executes an Annual Volunteer Appreciation Luncheon during the month of April for the staff and volunteers of the Thrift Shop.

7. Will be selected by the Chairman of the Thrift Shop in April of each year to serve on the upcoming    approved by the Chairman or Senior Advisor.

8. Will be a voting member of the Board.

9. Members of the Board of Directors with voting privileges will be prohibited from acting as regular volunteers within the Thrift Shop. Board Members will be invited to participate in special events hosted by the Thrift Shop including but not limited to Saturday Sales, Flee Market, and/or celebrations. The Thrift Shop Manager may request conditional approval for volunteer assistance from the entire Board of Directors should an emergency and/or special occasion require such support.