

# Sample Volunteer Job Description and Responsibilities



## Committee Chair Responsibilities

- Make a personal leadership gift commitment
- Help identify and recruit committee volunteers
- Attend the volunteer training workshop
- Identify and solicit leadership prospects
- Serve as liaison between the committee and the development office
- Serve as a coach and mentor for committee members
- Ensure committee members make personal leadership gifts to the campaign
- Keep committee on track to meet goals and responsibilities and intervene or seek development office intervention where needed
- Fulfill all the responsibilities of committee members

## Committee Chair Responsibilities

- Make a personal leadership gift commitment
- Attend, if possible, the volunteer training workshop
- Review prospect lists and help to identify prospects of ability with whom you have some connection
- Educate yourself about the campaign case for support, giving opportunities and ways to give
- Select and solicit \_\_\_#\_\_\_ prospects for a campaign gift
- Utilize the Solicitation Guide, your committee chair, and your development office liaison as needed to make your solicitations on behalf of the campaign
- Promote attendance at, and attend, campaign events
- Update your committee chair and/or development office liaison on the progress of your calls