



**- PEOPLE POOL COORDINATOR -
JOB DESCRIPTION**

Overview	This is a "Committee Chair" position for EAC and reports through the Membership Director
Function	To coordinate and report the use of the People Pool volunteers
Length of Commitment	Minimum two-year term, to be extended in two-year increments upon Board invitation but this can be extended as this is a committee chair position, not an elected position
Duties	<p>Receives names of volunteers and contact information and records the tasks assigned to each volunteer</p> <p>Tracks task progress for each volunteer</p> <p>Searches out additional volunteers</p> <p>Receives task requests from the EAC Board</p> <p>Keeps a record of all persons volunteering, along with their particular skill set, job preference, sign-up date, and contact information</p> <p>Sends out requests to volunteers, either with a particular skill set or to the entire People Pool, when a request is received for a particular task</p> <p>Matches volunteers with specific tasks or projects and reports the task assignment communication to the Director or Appointee involved</p> <p>Prepares a report for the Membership Director indicating who is in the People Pool, their particular skills and the status of any tasks which are in process for each EAC Board Meeting</p> <p>Update the People Pool file on an ongoing basis, checking at least annually with those on the list who are not involved in a task as to whether they are still available to serve</p> <p>Final year of term:</p> <p>Work with new appointee to learn position for a smooth transition</p>
Time Commitment	Varies. Approximately 5 – 7 hours per month

Meetings to Attend

None, but may attend Board Meetings if desired

Skills Required

Communication, organizational and people skills

Some computer database skills with access to a home computer