

# Human Dignity Group Volunteer Job Descriptions

## LEADERSHIP TEAM

- *Chair:* Coordinates and often facilitates group meetings. Keeps an eye on the overall functioning of the group. Checks in with others to make sure their roles and projects are being completed.
- *Co- or Vice-Chair:* Supports Chair in completion of all their tasks. Takes over roles of Chair in times of absence.
- *Secretary:* Takes notes at meetings and sends them out to the leadership team in a timely fashion after each meeting.
- *Treasurer:* Manage bank account, issue checks, give account reports at meetings. Can also include being responsible for doing fundraising at meetings and events.

## COMMUNICATIONS

*The below tasks can often times be compiled into one or two volunteer positions.*

- *Data Entry:* Maintains group database. Enters in contact information from sign in sheets and other events. If any contact information is missing, contact that person and get full information. Usually works well if the person in charge of data entry on the database also adds people to the email list.
- *Listserv Manager:* Puts together emails to be sent out to your group's supporters. Emails can go out weekly, bi-monthly, monthly as is relevant to your group. Often times means compiling information to be put into one email, but can also include single subject messages.
- *Website Manager:* Updates the website on a regular basis to make sure the website reflects the history, projects, and current events of your group.
- *Publicity:* Submits press releases on group events. Coordinates other media announcements and outreach for events and activities as relevant.

## ADDITIONAL RELEVANT ROLES

- *Media Lead:* Keeps an eye on the local papers. Reads letters to the editor, and notes and coordinates ones that need a reply. Facilitates a steady flow of letters on issues your group cares about.
- *Welcome Wagon Lead:* Coordinates regular contact with supporters to make sure folks are hearing from the group on a regular basis. Additionally, coordinates "welcoming" new people into your group, such as strolling around events to chat with people, follows up with new contacts via phone, mail, email to share more information about the group and learn their interests.

