

## MAC Volunteer Coordinator

- I. Purpose of the Position
  - a. The Volunteer Coordinator (Coordinator) facilitates the list of volunteers to fill vacant positions of the Midwest Archives Conference (MAC).
- II. Selection and Length of Office
  - a. The Coordinator shall be appointed by the President, with the approval of Council, to a two-year term of office with the possibility of renewal once.
- III. Reporting Procedures
  - a. The Coordinator shall submit a written report on the activities and future plans of the office to the President and Council for consideration prior to the spring and fall Council meetings.
  - b. The Coordinator shall provide other reports when requested by the President.
  - c. The Coordinator (or designee) shall give a brief report at the annual business meeting and supply the Secretary with a written version.
  - d. Coordinator reports or abstracts shall be published in the *MAC Newsletter* when warranted.
- IV. Responsibilities and Duties
  - a. The Coordinator shall create and maintain a document of all MAC volunteer positions and their terms of service.
  - b. The Coordinator will work closely with the Membership Coordinator to solicit volunteers for positions when individuals join or renew their membership.
  - c. The Coordinator will work with MAC's administrative services provider to gather reports on membership volunteer interests and other reports relevant to the position.
  - d. The Coordinator will work with MAC leadership (officers, committee chairs, etc.) to identify potential volunteers for vacant positions.
  - e. The Coordinator will inform the President when appointed positions are becoming vacant a month before the vacancy.
  - f. The Coordinator will work with the President, Vice President, Council, and chairs of all MAC committees to fill vacant positions by sharing the names of members interested in volunteering and/or by issuing a call for volunteers on the MAC listserv.
  - g. The Coordinator will maintain records of volunteer service and provide such records to MAC committees, such as the Nominating Committee, upon request.