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.