

Volunteer Director MOM 11/17

The purpose of the volunteer Director is to assist the divisions and various committee to find needed volunteers among our PSA members. The Director is supervised by the PSA President

The Volunteer Director must maintain the following:

An up to date list of volunteer positions for the website, which should be checked monthly either by emailing the specified email address or checking the different website pages. It is rare that you will be told when a position has been filled.

<https://psa-photo.org/index.php?present-volunteer-opportunities>

An up to date volunteer list for eNews. Send an updated list to the PRVP the second and fourth Monday of every month.

Volunteer applications

PSA members will email volunteer applications which you will receive. They all must be acknowledged and every attempt should be made to find a position for the applicant. If the application is from an international member a position must be found that can be done by email only.

SAMPLE APPLICATION:

PSA VOLUNTEER APPLICATION

NAME:

Address

Phone

Email:

Month/Year joined PSA

PSA Membership #

What is / your occupation?

Where do you currently work?

Are you retired?

Would you be interested in any position that matches your skills?

If you have a Present Volunteer Opportunity that interest you, please list it.

What volunteer positions have you held?

What skills do you have that might benefit PSA?

In what PSA programs, activities, or services have you participated?

Which PSA Division interests you? (Choose all that apply)

What is your experience with Email (rate 1 to 5)

What is your experience with Internet (rate 1 to 5)

What is your experience with Photoshop (rate 1 to 5)

What is your experience with Teaching (rate 1 to 5)

What is your experience with Teaching Photography (rate 1 to 5)

What is your experience with Social Media (rate 1 to 5)

What is your experience with ProShow Producer (rate 1 to 5)

What is your experience with Writing (rate 1 to 5)

What is your experience with Public Speaking (rate 1 to 5)

What is your experience with International Relations (rate 1 to 5)

What is your experience with Managing a Photo Competition (rate 1 to 5)

What is your experience with Chairing a PSA-recognized Exhibition (rate 1 to 5)

What is your experience with Spreadsheets (rate 1 to 5)

What is your experience with Databases (rate 1 to 5)

What is your experience with Software Development (rate 1 to 5)

What is your experience with HTML/PHP programming (rate 1 to 5)

Volunteers Needed – There is a form on the website that PSA members can fill out when a volunteer is needed. All should be acknowledged and a volunteer should be found.
<https://psa-photo.org/index.php?present-volunteer-opportunities-volunteer-position>

PSA CONFERENCE – The Director should be able to attend the annual conference and man a Volunteer table. The director should attend the new member and first timer meetings to recruit volunteers. If a director cannot attend the conference, then a substitute should be found to carry out the tasks

The Director will be responsible for 2 annual reports upon request from the President for the April and Conference Board meetings.

NETWORKING: It may be helpful to maintain a list of PSA members who can help with recruitment. Members of the BOD and division chairs are good sources. This is an informal list and the director may choose the members.