

Terms of Reference  
Volunteer Recruitment Committee

The Professional Administrators of Volunteer Leaders Ontario (PAVRO), in its pursuit of excellence in volunteer resources management, values alliances with other professional associations. PAVRO understands that alliances offer many benefits and actively seeks and supports local, national and international associations.

**Purpose**

The Volunteer Recruitment Committee is responsible to recruit, train and recognize PAVRO volunteers. The Committee also develops volunteer committee position descriptions to help grow PAVRO's committees by recruiting the right people for the right positions. The Volunteer Recruitment Committee volunteers report to the Past President.

**OBJECTIVES**

1. Promote to the PAVRO membership volunteer positions that are available within PAVRO.
2. Develop a yearly recruitment plan as needed in consultation with the Directors and Committee Chairs.
3. Assist with interviewing and screening all potential volunteers when needed.
4. Ensure all volunteers receive orientation and role specific training.
5. Collect volunteer hours and provide Past President with statistical data.
6. Conduct a Volunteer Satisfaction Survey, analyze results and make recommendations for quality improvement.
7. Ensure volunteers are recognized according to PAVRO's Policy and Procedures.

**METHODS OF OPERATING**

1. Directors and Committee Chairs are free to engage their own volunteers for their committee but each volunteer is required to complete an on-line application and forward to the Past President.
2. If a Director or Committee Chair requires assistance in recruiting volunteers they will send their request to the Past President or Chair, Volunteer Recruitment Committee so a recruitment message can be sent out to PAVRO members. In order to assist with recruitment, a Volunteer Position Description must be completed. A clearly defined role will help to find the best candidate for the position.
3. The Volunteer Recruitment Committee can assist the Director and/or Committee Chair with interviews, utilizing standard volunteer interview questions.
4. The Director and/or Committee chair will provide training and/or orientation to the Committee they have signed on for.

5. The Director and/or Committee chair will have the volunteer sign at statement of confidentiality and provide any other information required for the position. This is then forwarded to the Chair, Volunteer Recruitment Committee.

**MEMBERSHIP OF COMMITTEE**

The committee membership will include representation from the PAVRO membership. Committee members are selected based on their skills, experience and an interest in ensuring PAVRO follows best practices in volunteer management.

**ACCOUNTABILITY OF COMMITTEE**

The committee reports to the PAVRO Past President

**MEETING FREQUENCY**

Meetings will take place in person or by teleconference as needed. Committee members will communicate by e-mail and phone between meetings.

**TERMS OF REFERENCE TO BE REVIEWED**

The Terms of Reference will be reviewed by the committee on an annual basis .

**TERMS OF REFERENCE TO BE APPROVED**

The Terms of Reference will be approved by the Board following review by the committee.

Approved: May 5, 2017