# Volunteer

* Coordinate with the previous Volunteer Coordinator Director.
* Create a monthly volunteer director report to present at board meetings:
  + Regularly report of how many volunteer spots available for the year, how many families in

the association needing to do volunteer hours, how many spots filled, how many didn’t

get filled, and how many families still need to do their hours.

* Attend all board meetings and AGM, joining in discussions and voting in regards to the best interest of the FRA and it’s families.
* Ensure there are enough volunteer spots for every FRA family each season.
* Provide a list of volunteer opportunities for the season with the FRA board.
* Create and post all volunteer opportunities through website access.
* Create and email all volunteer opportunities to all FRA families.
* Track and record all spots filled or not filled.
* Send a reminder email to all people who have signed up to volunteer 1-2 days prior to working off their volunteer hours.
* Coordinate with Communications Director to post when spots are still available.
* Ensure volunteers fulfilled their volunteering hours on the day of.
* Record on a spreadsheet when a family has done their hours, what they did and the date completed.
* Coordinate with the Registrar half-way through the season and again at the end of the season to report who is done their hours and who has hours outstanding.
* Coordinate with the Treasurer for completion of volunteer hours completed by families and submit cheques for deposit and destroy cheques not needed by families as volunteer commitment completed.
* Coordinate with coaches and executive members for volunteer needs for events within the Association.
* Coordinate with facilities and Municipal staff for usage of facilities for volunteer staffing and events.
* Complete and sign time sheets for high school student volunteer hours completed for FRA.