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**FIGT Volunteer Director**

**Role Description**

**The FIGT Mission**

Families in Global Transition (FIGT) is a caring community for the globally mobile where curiosity, connection, and collaboration happen.

**Role Overview**

The primary function of the Volunteer Director is to oversee the FIGT volunteer community. This includes following up with individuals who submit an online volunteer typeform, speaking with individuals who reach out about volunteer vacancy postings, and liaising with FIGT Directors who have committee volunteer needs and/or changes. The Volunteer Director supports Directors in crafting committee role descriptions and following FIGT’s volunteer standard operating procedures. The Volunteer Director works closely with the FIGT Operations Lead in maintaining volunteer community records and placements on Director’s committees.

The Volunteer Director also oversees the Board of Director Nominations cycle. This involves forming a Nominations Committee to identify, screen, and select individuals to serve in open Director roles. The Nominations Committee also contributes to creating the board development and onboarding director strategy for the Board.

The Volunteer Director reports to the President.

**Top Responsibilities and Tasks**

• Liaise with Board Directors about their committee volunteer needs.

• Coordinate with the Communication Co-directors and Operations Lead about marketing open volunteer opportunities on Director committees.

• Form and oversee the Nominations Committee during the Nominations cycle.

• Confirm Nominations cycle timeline with the Executive Committee.

• Ensure offboarding Directors update their role descriptions, complete their reflection card document.

• Initiate recruitment, screen, and interview potential new Board members with the Nominations Committee.

• Identify initiatives to increase the effectiveness of the Board.

• Support the transition of new Board members in October.

• Attract, retain and recognize volunteers through a comprehensive communication strategy, including social media, regular virtual meetups, recognition in the monthly newsletter, etc.

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**Time Requirement**

Numbers below indicate how much time is spent each month on volunteer program duties based on involvement in projects and supporting Board members. This does not include the amount of time taken to participate in general monthly Board meetings and the additional time the Director might volunteer to help others’ work on the Board.

**Please note:** the time invested in this role may increase/decrease depending on the strategy and needs for each year and when the annual conference takes place. All Directors are expected to participate in the monthly 2-hour Board meetings (may require late or early morning calls).

**Time Requirement (in hours per month)**

| Nov | Dec | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 10 | 10 | 15 | 15 | 20 | 20 | 20 | 25 | 25 | 20 | 15 | 20 |

Full term of office will commence on October 1, 2023 and end on September 30, 2025. We request that you are available from August onwards to start the onboarding process.

**Critical Skills and Experience**

All Board Members are expected to be able to use Google Drive and work in virtual environments, and may need to be prepared to learn to use other online platforms. They are also expected to be able to help promote and network for the FIGT conference and FIGT membership, even if it is not a stated part of their role description.

• Strong communication skills.

• Team leadership skills.

• Good writing skills.

• Experience managing volunteer programs preferred.

• Ability to handle last-minute work that is time-sensitive.

• Dependable and timely with all communication.

**General Responsibilities & Requirements for all Board Directors**

* Must be a current FIGT member.
* Must have demonstrated commitment to and an understanding of FIGT through attending a previous conference, volunteering on a committee, or attendance at other FIGT events.
* Ability to commit up to 20 hours every month of volunteer work for the Board role.
* Attend the monthly virtual General Board Meetings. The General Board Meetings take place once a month and are two hours long. Meetings are across time zones and may require working at irregular and sometimes difficult hours. If needs arise there may be more than one each month.
* Attend the 2024 and 2025 Conferences, including the Board meetings which take place the day before and the day after the conference. Since FIGT is a volunteer-driven organization, it can only cover the conference registration fee for its Board members. Board members pay for travel to/from conference and accommodation at the conference (in-person conferences).
* Prior experience managing cross-cultural teams in diverse locations.
* Prior experience working online using collaborative platforms such as Google Drive, Zoom, WhatsApp, and Doodle.
* Available for on-boarding training during August and September 2023 (including attending the September General Board Meeting, meeting with predecessor for onboarding, chairing a committee meeting (if applicable), and meeting with Executive Committee members to whom the position reports (FIGT President).