**Position Description**

**Position:** Directors of Church Volunteers Ministries Representative

**Purpose of Position**: To assure that specific topics from within faith based organization are represented in MAVA and provide information specific to leaders of faith based volunteers

**Accountable To:** Chair, Board, and Membership

**Term of Office**: 2 years

**Time Commitment:** 2 hours a week

**Responsibilities**:

1. Be an active member of the MAVA Board.
2. Be a paying MAVA member.
3. Represent needs of leaders of volunteers in faith based organization.
4. Plan and coordinate education events specific to faith based organization.
5. Submit articles for MAVA Monthly newsletter as needed.
6. Monitor DCVM forum and blog.
7. Create visibility for DCVM network.
8. Recruit new DCVM members.
9. Promote DCVM opportunities as a means to increase MAVA membership.
10. Send reports and/or updates to Secretary to include in monthly minutes
11. Submit annual budget request.
12. Attend MAVA Board meetings.
13. Maintain accurate and complete records.
14. Assure accurate and timely information related for MAVA annual report, newsletter and website.
15. Orient new DCVM Chair to position and transfer records and materials.
16. Make and follow through on donation pledges to MAVA to actively support fundraising efforts.

**Skills Needed**:

1. Experience in Leadership, Networking, Collaboration, Innovation, Organization & Planning
2. Established connections within DCVM network

**Benefits:**

1. Expand existing networks & skills.
2. Enhance management skills through a leadership position in a statewide association

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_