

Volunteer Roles Task Force

Meeting Minutes from 5/10/12 conference call

Attendees: Chris M., Mike, Dave, Hugh, Tracy

Duration: 40 min. (8:35 - 9:15PM Eastern)

Meeting Notes:

1) Minutes from 4/10/12 were approved.

- Chris M. to post them to the BOD forum.

2) Action Item follow-up from 4/10 call:

a) Mike submitted an initial draft of the Zone Chair volunteer template and posted it to the BOD forum for review and comment.

b) Chris to confirm if BOD volunteer draft templates are being worked by Governance. (no update to report as of 5/10 meeting)

c) Chris received a draft Rule Book Editor template from Anna Lea and distributed it to the VRTF for review and comment.

d) Chris to share current LMSC draft templates with compiled feedback with BOD and LMSC Development Committee.

- Responses to the LMSC Communications role(s) template were received and compiled. Draft posted to BOD forum for additional review and comment.

3) LMSC Volunteer draft templates

a) Chris is updating templates to include logo, spell check, and add page numbers and file date.

b) Chris will share final drafts with BOD, Tracy, and LMSC Development Chair for final review and comment.

4) National Committee Member Volunteer draft template

a) **Chris will compile feedback received to the National Committee Chair draft template and distribute to VRTF and post to BOD forum for final review and comment.**

5) Other National Volunteer draft templates

a) **VRTF to review Zone Chair and Convention Coordinator draft templates submitted by Mike (4/9) and provide feedback.**

b) Chris will take the Rule Book Coordinator information submitted by Anna Lea and transfer the content into a draft template format, then distribute for feedback.

c) **Chris to send draft Meet Liaison draft template to Championship Chair for review and comment.**

6) Next Steps

a) VRTF to continue review of draft templates currently submitted.

b) Any other draft templates to create? VRTF to discuss at next call.

c) Complete final draft template reviews

d) Draft final recommendation to BOD regarding how the volunteer role draft templates should be published, maintained and what feedback mechanism should be put in place when members have comments, questions or suggested changes.

7) Roundtable

- No additional comments or new topics.

8) Next Meeting date/time

- Next meeting tentatively scheduled for Thu., 6/14 at 8:30PM Eastern.