

<b>Task Force Name:</b>	Volunteer Roles Task Force (VRTF)	<b>Session #:</b>		<b>Report #:</b>	
<b>Task Force Chair:</b>	Chris McGiffin	<b>Vice Chair:</b>			
<b>Minutes recorded by:</b>	Chris McGiffin	<b>Date/time of meeting:</b>	6/14/12, 8:30EDT		

## Motions Passed:

1. MSA to approve the minutes from 5/10/12.

<b>Number of task force members present:</b> 5	<b>Absent:</b> 1	<b>Number of other delegates present:</b> n/a
<b>Task Force members present (list all, including chair and vice chair):</b> Chris McGiffin (Chair), Mike Heather, Hugh Moore, Dave Diehl, Tracy Grilli		

## Minutes

The meeting was called to order at 8:35PM EDT

1. Review/Approve 5/10/12 meeting minutes (Motion by Mike, 2nd by Hugh).
  - a. **Chris to post to BOD forum and send to C.J.**
1. Action Item updates:
  - a. **Chris posted the latest National Committee Volunteer draft templates to the BOD forum on 5/20.**
  - b. **VRTF review of Zone Chair and Convention Coordinator draft templates submitted by Mike on 4/9.**
  - c. **Chris is working on updating the Rule Book Coordinator draft template based on content from Anna Lea.**
  - d. **Chris sent Meet Liaison draft template to Jeff Roddin for feedback on 6/12.**
3. Review of draft Zone Chair and Convention Coordinator templates
  - a. Updates to the draft templates were suggested and revisions made.
    - i. **Chris will distribute revised draft templates for further comment from VRTF.**
    - ii. **Chris will send Zone Chair draft template to current Zone Chairs for review/feedback.**
4. Any other volunteer templates to complete?
  - a. Discussed other open volunteer roles and whether drafting the templates are included in the VRTF scope.
    - i. **Chris to share the current volunteer roles list with the VRTF members and confirm Nadine's expectations.**
5. Discuss VRTF 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.
  - a. Meeting participants agreed that the templates should be posted in a highly visible and accessible location on the USMS web site.
  - b. **Chris will draft a recommendation summary and distribute to the VRTF via email for review/feedback.**
  - c. Expectation is that a final VRTF recommendation will be reported to the BOD by the July 20-22 mid-year meeting.
6. Next Meeting Date/Time
  - a. **The next VRTF meeting is tentatively scheduled for Wed., 7/11 at 8:30pm Eastern.**
7. Roundtable
  - a. No additional topics discussed.

The meeting was adjourned at 9:50PM EDT