Parents’ Club of Stanford University
Job Description for VP of Volunteers
Updated April 30, 2012 by Maria A. Carano

**Overview.** The VP of Volunteers is responsible for supporting Stanford Events and our scholarship fund through the recruitment of volunteer members for (1) New Student Orientation (NSO), (2) Parents’ Weekend and (3) Admit Weekend. The VP of Volunteers serves on the Parents’ Club Board and is expected to attend the monthly Board meetings. He or she works closely with the Event Chairs, the Sales Managers and the President to obtain the proper number of volunteers for each event. Personal appearance as a volunteer at the events is not required, although appreciated.

**Timeline and Description of Duties.** The Event Chair organizes the particular occasion directly with Stanford, and may direct the VP Volunteers as to timing of volunteer solicitations. Nevertheless, the first volunteer requests should ideally go out as follows:

- 45 days before NSO
- 60 days before Parents’ Weekend (request and first signup at Holiday Luncheon)
- 45 days before Admit Weekend

The VP Volunteers drafts or helps draft a general email request from the President and creates a spreadsheet volunteer roster. Sometimes the Chair or the VP Volunteers will send the request out directly. If a clipboard has been passed around, the VP of Volunteers should send those individuals a separate email confirming their prior signup. The President will send at least one additional volunteer solicitation coinciding with the general meeting preceding the event. The VP of Volunteers helps prepare such request(s), updates the roster and distributes it periodically to the Event Chair and President.

Approximately two weeks prior to the event:

- the VP Volunteers should send out a specific group email to those members whose membership forms indicated an interest in helping with that event and who have not already signed up;
- existing volunteers should be sent a reminder email requesting they confirm their shift date and time.

The week before the event the VP of Volunteers along with the Event Chair and/or the President should contact those individuals who have not responded to the reminder by phone or individual email to confirm they will attend.

After the event, the VP Volunteers may help draft and/or send “thank-yous” at the Chair’s request.
Budget and Reimbursement. Note there is no budget for this position.