

Volunteer Roles Task Force

Meeting Minutes from 11/29 conference call

Attendees: Chris M., Mike H., Dave, Rob, Hugh

Meeting Notes:

Draft Charter with VRTF

- two minor revisions made
- Chris will share draft Charter template with the BOD and post with 11/13 meeting minutes to forum for reference.

LMSC role draft templates

- Rob submitted draft templates prior to the call
- Team reviewed sample template for LMSC Chair
 - Team will review all submitted templates and share comments either through email or the forum prior to the next meeting
 - Rob and Dave will further review existing draft templates and update with any additional information.
- Rob suggested that the team review other LMSC websites to see if any additional information may be available.
 - Missing templates mentioned: Vice Chair, Safety Chair, Historian.
 - Suggested LMSCs: Pacific, Southern Pacific, Illinois, Gulf, Potomac.

National Committee role draft templates

- Hugh and Mike will look to compile and distribute draft templates for roles of Chair, Vice Chair, Member, Subcommittee Member, and Task Force Member prior to next meeting.

BOD Report

- Chris to cover the draft Charter and give brief progress report with next steps
 - Discussed how best to solicit template feedback
 - BOD feedback on the Discussion Forum
 - Email to LMSC and Committee contacts with the draft templates, asking for feedback was considered an effective option.
 - Instructions will ask for review and input, with responses collected by Rob/Dave/Chris (LMSC templates) and Hugh/Mike/Chris (National Committee templates).
- Nadine asked whether the Volunteer article could be more widely distributed
 - Rob will draft a summary with link to article for Streamlines for Volunteers

Next Meeting 12/15, 8:30PM EST

