



**VOLUNTEER LEADERSHIP RECRUITMENT AND DEVELOPMENT
COMMITTEE JOB DESCRIPTION**

Purpose: Determines the composition of the board (or executive council -- Chapters) by identifying, recruiting, and proposing new members, committee chairs and committee members.

- Identifies the type of volunteer leadership that PBO needs.
- Leads an evaluation of individual board/council members' performance and the board/council as a whole.
- Develops job descriptions of board/council responsibilities.
- Screens and interviews candidates and recommends candidates for election. Develops and nominates officers.
- Recruits volunteers to provide leadership and/or participate on committees – standing, special event, other.
- Conducts orientation for new members; organizes continuing education programs that enhance volunteer leaders' knowledge of governance responsibilities.