



VOLUNTEER JOB DESCRIPTIONS

The Purpose of Job Descriptions

Officer job descriptions are important, often overlooked, essential pieces of information that need to be written in order to have the chapter function at it's best and help you to assemble a winning team. In order to give your officers a sense of pride and accomplishment, they need to know what they should be trying to achieve. For instance, you would never agree to join a race if you didn't know where you were running to and why.

The more information you have for your volunteers up front, the better prepared and motivated they will be for the job they agree to take on. Remember to be honest and as accurate as possible when defining the positions. If someone is scared away from the position based on the description, then they weren't prepared to handle the job anyway – and it is better to find out in advance.

When writing a job description you should develop a sample format. The person currently holding the position should revise the written description to reflect the duties actually performed for the chapter.

How to Write a Job Description

The following are key points you will want to keep in mind when developing the description.

Job Title: Titles offer credibility and a feeling of importance. Make sure the title accurately reflects the position.

Brief Job Description: Describe the importance of the job and how it fits into the structure of the board.

Responsibilities: As specifically as possible, list each duty and responsibility. For example; chair chapter board meetings, create chapter membership plan, telephone prospective volunteers monthly, keep current with all new RIMS information and policies, attend all board/chapter meetings.

Qualifications: Should include the desirable and essential skills needed to perform the job well. For example; pleasant phone personality to call volunteers, ability to communicate effectively, ability to delegate, knowledge and interest in the chapter and RIMS, previous position held on the board, etc.

Time Commitment: Ask the current job holder to estimate the amount of time they spend on fulfilling the position. Include meeting attendance, conference calls, work that needs to be done, etc. You can list the time either by hours weekly or monthly.

Measure of Success: Review the responsibilities and decide how to evaluate and measure the successful completion of those duties. For example, Chapter increased revenue by 10%, meetings were scheduled 6 months in advance, ## new members were recruited and ## members retained, etc.

Benefits: What will the volunteer gain by taking this position? Will they learn new skills, increase their networking, become a leader recognized by their peers?

After completing each job description ask yourself: Is this job description realistic?

Is this job description interesting? If I were volunteering, would I want to do it? Am I being realistic about hoping to find someone to do this job?

Chapter officer, director and committee chair job descriptions will vary greatly from Chapter to Chapter. The attached descriptions are just samples of what they may look like.

Sample Chapter Job Descriptions

Chapter President

Sample Job Description

Title: Chapter President

Objective: The chapter President keeps the chapter focused on setting and maintaining its goals. The President oversees officers and committees and encourages teamwork. The President maintains the operations of the chapters.

Responsibilities: Attend all meetings, to preside at all meetings; monitor progress of chapters goals and objectives; enforce bylaws and send updated copy to RIMS General Counsel (Mark Prysock: mprysock@rims.org) each year after adopting changes from RIMS model; appoint committees, attend RIMS training sessions, identify and implement services for chapter members, keep current with RIMS services, prepare board meeting agendas; report to membership; serve as the chapter's spokesperson; recognize achievements of members, prepare the chapter budget along with other officers. Hires an outside auditor each year for chapter's books. **Qualifications:** Knowledge of RIMS; working knowledge of chapter bylaws, service of at least one term in another officer position; ability to delegate, public speaking ability, leadership skills, ability to communicate effectively; has attended Building a Successful Chapter, A "how to" Workshop (formerly known as Chapter Leadership Seminar).

Average Time Commitment: Six hours per month.

Measure of Success: Chapter has increased revenue by 15%; new members are recruited and retained, problems are handled in a timely manner, committees are active and growing, available to other officers and committee members, meetings are held efficiently.

Benefits: Gain experience in building and working with committees, play a key role in shaping chapter's future, opportunity to network on different levels, improve meeting management skills, gain experience that can be used on the job. Be a mentor to new volunteers.

Chapter Vice-President

Sample Job Description

Title: Chapter Vice President

Objective: The Vice President is responsible for assisting the President in coordinating and directing committee activities and chapter operations

Responsibilities: To attend all meetings; monitor progress of chapter's goals and objectives; enforce bylaws; manage the activities of committees that report directly to the Vice President, advise and assist the President, assume President's role in President's absence; attend RIMS training sessions, identify and implement services for chapter members, keep current with RIMS services; report to membership; prepare the chapter budget along with other officers.

Qualifications: Knowledge of RIMS; working knowledge of chapter bylaws, service of at least one term in another officer position; ability to delegate, public speaking ability; has attended Building a Successful Chapter, A "how to" Workshop (formerly known as Chapter Leadership Seminar).

Average Time Commitment: Five hours per month.

Measure of Success: Completion of goals, new members are recruited and retained, problems are handled in a timely manner, committees are active and growing, available to other officers and committee members, meetings are held efficiently, good team spirit.

Benefits: Gain experience in building and working with committees, play a key role in shaping chapter's future, stepping stone to Chapter Presidency, opportunity to network on different levels, recognition, improve meeting management skills, gain experience that can be used on the job.

RIMS Delegate

Sample Job Description

Title: RIMS Delegate

Objective: To provide direct chapter representation in a Society body of RIMS.

Responsibilities: To guide the Society in the achievement of its overall objectives and to provide a link between the Society and local chapter.

Qualifications: The individual elected to this position should be interested in the Society and should be thoroughly knowledgeable of both chapter and RIMS activities, preferably a former President of the chapter. It is recommended that the incoming Delegate attend the Building a Successful Chapter, A "how to" workshop (formerly known as the Chapter Leadership Seminar) prior to commencing their term. The Delegate is expected to attend the House of Delegates meeting at the RIMS Annual Conference. The Delegate is responsible for conveying the chapter's needs, ideas and positions on Society programs. Public speaking ability is also helpful.

Average Time Commitment: The House of Delegates meeting is held once a year. Special meetings may be called as outlined in the Society's Constitution and Bylaws. Meetings by mail for election of RIMS Executive Council and Board of Directors, as well as other items as necessary, will be called throughout the year. It is important that each Delegate be present and participates at each meeting. If for some reason you are unable to attend, it is your duty and obligation to ensure that RIMS is notified of your chapter alternate.

Measure of Success: Completion of goals, accurate and prompt reporting of issues to chapter members; accurate and prompt feedback to Board of Directors on chapter issues; available to other officers and committee members, meetings are held efficiently, good team spirit.

Benefits: Gain experience in building and working with committees. You are not only a leader in your local RIMS chapter but you are a leader in the Society as a whole. You, as a representative of your chapter, have a voice as to the overall direction the Society should take. Opportunity to network on different levels, recognition, improve meeting management skills, gain experience that can be used on the job.

The RIMS Delegate position became effective 10/18/99. Your chapter no longer has a RIMS Director. As the change is implemented we will contact the leader of your chapter.

Chapter Treasurer

Sample Job Description

Title: Chapter Treasurer

Objective: To develop and monitor the Chapter's financial operations.

Responsibilities: Maintain financial records and reconcile discrepancies, prepare annual budget with help from other officers, prepare monthly financial statements, monitor cash flow, prepare and file IRS and other government forms.

Qualifications: Knowledge of RIMS; working knowledge of chapter bylaws, service of at least one term in another officer position; good with numbers, comfortable doing accounting and balancing checkbooks.

Average Time Commitment: Eight hours per month.

Measure of Success: Checkbook is balanced, Chapter has increased revenue by 15%; records are in order, all forms are filed, budget submitted, approved and met.

Benefits: Gain experience in building and working with committees, play a key role in shaping chapter's future, opportunity to network on different levels, improve meeting management skills, gain experience that can be used on the job.

Chapter Secretary

Sample Job Description

Title: Chapter Secretary

Objective: To maintain Chapter's records.

Responsibilities: Attend all meetings, record and prepare minutes of board and business meetings, distribute minutes to all board members following approval by the President, maintain chapter records, work with membership chair to coordinate mailings, etc.

Qualifications: Knowledge of RIMS; working knowledge of chapter bylaws, good record keeping, good note taking, ability to delegate.

Average Time Commitment: Six hours per month.

Measure of Success: Minutes distributed in a timely manner, records are maintained, and chapter business is in order.

Benefits: Gain experience in building and working with committees, improve meeting management skills, gain experience that can be used on the job.

Chapter Membership Director

Sample Job Description

Title: Membership Director

Objective: To maintain membership records and recruit new members. Responsibilities: Attend all meetings, identify potential members, develop membership and retention campaigns, maintain chapter mailing lists, develop surveys to assess needs of chapter members, evaluate and sign new member applications on behalf of chapter.

Qualifications: Knowledge of RIMS; working knowledge of chapter bylaws, service of at least one term in another officer position; good record keeping, knowledge of marketing, good people skills, has attended the Building a Successful Chapter, A "how to" Workshop (formerly known as the Chapter Leadership Seminar).

Average Time Commitment: seven hours per month.

Measure of Success: Membership increased by 10%, mailing lists are accurate, retention program in place, problems are handled in a timely manner, applications are signed and returned to RIMS in a timely manner, available to other officers and committee members, attend meetings.

Benefits: Knowledge of entire membership base, networking with all members of chapter, satisfaction & recognition, gain experience that can be used on the job.

Chapter Newsletter Editor

Sample Job Description

Title: Chapter Newsletter Editor

Objective: To produce chapter newsletter and promote chapter activities. Responsibilities: Produce & edit newsletter, coordinate stories and production, recruit members to write articles.

Qualifications: Knowledge of RIMS; working knowledge of chapter bylaws, good communication skills, good writing skills, good proofreading skills, ability to delegate.

Average Time Commitment: ten hours a month (depends on news to be reported).

Measure of Success: Newsletter is read by members, has significant stories. People look forward to the following month's copy.

Benefits: Gain experience in building and working with committees, gain experience that can be used on the job coordinating presentations.

Chapter Programming Director

Sample Job Description

Title: Chapter Programming Director

Objective: To identify, develop and promote educational programs

Responsibilities: Attend all meetings, enhance & improve educational seminars & chapter meetings, investigate “partnering” educational opportunities with other organizations, develop programs for the year to enhance the Risk Management profession, obtain CEU credits for meetings, conduct annual call for presentations, provide on site assistance, work with other officers to promote events.

Qualifications: Knowledge of RIMS; working knowledge of chapter bylaws, service of at least one term in another officer position; good record keeping, ability to utilize contacts and network for speakers/presenters, has attended Building a Successful Chapter, A “how to” Workshop (formerly known as the Chapter Leadership Seminar).

Average Time Commitment: Six hours per month.

Measure of Success: Increase in meeting attendance, excitement over presentation, chapter members feel they have learned something.

Benefits: Gain experience in building and working with committees, improve meeting management skills, expand professional contact network, gain experience that can be used on the job coordinating presentations.

Chapter Webmaster

Sample Job Description

Title: Chapter Webmaster

Objective: To maintain Chapter’s Web Site.

Responsibilities: Attend all meetings, update and maintain web site to keep it current and interesting. Find new ways to utilize the web site for communication with members.

Qualifications: Knowledge of RIMS; working knowledge of chapter bylaws, familiarity with web sites. Excellent writing and editing skills as well as strong leadership and project management skills required

Average Time Commitment: Six hours per month.

Measure of Success: Web site is up to date and provides useful information for Chapter members.

Benefits: Gain experience in building web sites, gain experience that can be used on the job.

Chapter Diversity, Equity, and Inclusion Director

Sample Chapter Job Description

Title: Chapter Diversity, Equity, and Inclusion Director

Objective: To lead diversity, equity and inclusion (DE&I) programs and initiatives for the chapter to pursue in alignment with RIMS DE&I Vision Statement and the DE&I Advisory Council. Broaden RIMS member base and promote an inclusive and equitable Chapter and Society.

Responsibilities: Work with your Chapter to set and advance strategic priorities related to diversity, equity and inclusion to attract underrepresented groups to the RIMS community and serve as ambassadors to your industry peers and colleagues on DE&I.

Champion DE&I awareness and programs with local RIMS members, volunteers, and the local risk and insurance community. Build local DE&I partnerships with external organizations and sponsors for various RIMS programs and events, and enhance supplier diversity efforts.

Drive awareness, commitment and accountability for DE&I initiatives by speaking at events and other programs. Provide subject matter expertise and guidance as needed on DE&I topics, whilst continuously building your own awareness, knowledge and expertise in DE&I. Continuously improve and expand the impact of the Chapter's DE&I efforts through an awareness of new best practices and standards. Advocate and exhibit inclusion, be the DE&I role model and facilitate the application of a DE&I lens to every initiative and discussion within your chapter leadership, not just at DE&I events and communications, but all.

Average Time Commitment: Ten hours per month.

Measure of Success: Completion of goals, new DE&I programs and initiatives are established and measured. Diverse representation on chapter BOD and on volunteering projects.

Benefits: Gain experience in building DE&I programs and initiatives, play a key role in shaping the chapter's future. Opportunity to network on different levels, and improve management and leadership skills, gain experience that can be used on the job.

Chapter RRP Chair

Sample Job Description

Title: RRP Chair

Objective: To build Rising Risk Professional programs and outreach

Responsibilities: Attend all or most chapter meetings, identify potential RRP members, maintain RRP member and non-member list, develop RRP membership and retention campaign, develop surveys to assess need of RRP, obtain RRP chapter sponsors, create RRP events, and partner with local organizations and universities to connect with RRP and students.

Qualifications: Knowledge of RIMS; knowledge of marketing; good people skills; aware of professional development opportunities for young professionals; public speaking abilities.

Measure of Success: Increase of RRP engagement

Benefits: Work with chapter leaders, network with RRP and other members, improve meeting management skills, and gain experience that can be used on the job.

