



Canadian Institute for Procurement and Materiel Management Institut canadien d'approvisionnement et de gestion du matériel

Position Description VOLUNTEER

Volunteers work closely with others on committees / projects and perform a variety of tasks depending on the need. Volunteers are key in motivating others and help to extend the resources of the Corporation in areas of Workshops, Symposiums, Learning Events, Networking Events, Marketing, Communication and Membership Promotions.

Responsibilities:

- Reports to the Committee Chair or Lead.
- Must be familiar with Corporation's Vision, Mission and Values.
- Must abide to the rules of the Corporation's the Code of Conduct.
- Attends Committee's meetings and participates actively in tasks and discussions.
- Carries out tasks efficiently and honestly.
- Must be dependable and commit time as agreed.
- Accepts guidance and decisions of the Committee's / project's Chair / or volunteer coordinator.
- Be self-directed, willing to take initiative.
- Must be a team player.
- Attends Volunteer training sessions as required.