



Volunteer Team Charter Template: Volunteer Recruitment, Screening and Placement Team

Use this template to establish a foundation, clarify team direction, and establish boundaries for the work of a volunteer-led team that is responsible for the recruitment, screening and placement of new volunteers. The volunteer team should develop the charter, with support and guidance from paid staff.

Volunteer Team Charter Volunteer Recruitment, Screening and Placement Team

[Insert program's philosophy of volunteer involvement. Why are volunteers here?]

Team Purpose

[Insert the specific challenge the team is tasked to address and how successful resolution will support the program's mission delivery.]

Project Goals

[Insert specific, measurable, time-specific, and achievable outcomes for the project.]

- Recruit [XX] interested volunteers by [date]
- Screen [XX] volunteer applicants by [date]
- Place [XX] appointed volunteers by [date]

Scope

[Insert a list of tasks that are included and excluded from the project in order to set clear parameters and to reduce scope creep.]

- **In-Scope** [these are a sample list only, adjust as needed]
 - Develop and implement volunteer recruitment plan
 - Design volunteer recruitment marketing materials
 - Process applications, background checks and interview prospective volunteers
 - Maintain high ethical standards and applicant confidentiality
 - Discuss issues with supervisor as they arise
 - Request assistance if additional support is needed
 - Process volunteer appointments
 - Maintain communications with trainers
 - Maintain volunteer files and update database
 - Track results of activities to identify areas for improvement

- **Out-of-Scope** [these are a sample list only, adjust as needed]
 - Training new volunteers
 - Managing volunteer recognition activities
 - Addressing behavior issues with existing volunteers

Team Membership

[Insert the names and contact information of the project sponsor (paid staff) and team members; the team should have an agreed-upon volunteer facilitator who maintains contact with the staff person. The staff person's primary role is to support, not lead, the team.]

Duration and Time Commitment

[Insert the planned meeting schedule and expected duration of project; it should be time limited, with renewable terms of commitment.]

Supporting Resources

[Insert information about who will support, but not be part of, the team (e.g., subject matter experts) as well as any budget or in-kind resources that will be committed to the project]

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Training and Development

[Insert information about activities that will take place to help volunteers learn to build competencies to perform the work.]

Reporting Plan

[Insert information about who the team will report progress to and what specific action items need approval and by when (see Team Membership above).]

Deliverables

[Insert a list of specific documents and desired behaviors that will be in place when the project is complete, with dates, as well as the process that will be used to verify that they are in place.]

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