**Volunteer Management**

**Purpose**

 To coordinate and support the many volunteers working at the convention.

**Responsibilities and duties**

* Coordinate with the various subcommittee chairs to ensure shifts are covered.
* Set up and manage a centralized volunteer sign up mechanism
* Identify, document and send list of volunteers to Grand Lodge prior to convention
* Identify, purchase and manage distribution of volunteer gear (e.g. shirts, buttons)
* Set up, manage, tear down the Volunteer Room. The Volunteer Room provides a place for volunteers to check in, get gear if needed, get refreshments, get questions answered etc.

**Time commitment**

Pre- convention

Hours ramp up in April and May as volunteer gear must be ordered and the final list of volunteers for credential purposes must be submitted to Grand Lodge by May 31.

During convention

Saturday July 1 Hours of convention

Sunday July 2 Hours of convention

Monday July 3 Hours of convention

Tuesday July 4 Hours of convention

**GL Funding: None**