



AORE Staff Led Committee Member Position Description

Purpose of Committee: Staff Led Committees work toward providing the AORE membership with important opportunities, resources, and information relevant to the field of outdoor recreation and education. Committees communicate to and with the membership addressing common issues, providing solutions to problems, and building community.

Scope of Committee: Staff Led Committees provide resources to membership, lead ongoing initiatives and provide recommendations on various subject matter areas to advance the strategic framework. Committees have standing and annual responsibilities that support the association's Strategic Framework. Staff Led Committees are not involved with planning of the Annual Conference.

Authority of Committee: AORE committees are chaired by AORE volunteers and administered by AORE staff. The Committee has the authority to provide advice and assistance to the AORE Staff on implementation of annual and ongoing projects. In addition, it should be noted:

- AORE policy decisions will be made by the AORE Board of Directors.
- Expenditures of funds within the Committee's approved budget must be coordinated with the AORE National Office. The Committee may not spend money in excess of any funds that are approved.
- In no case may the Committee engage in activities which jeopardize AORE's tax-exempt status.

Purpose of AORE Committee Member: Committee members operate in alignment with the committee charter and upholding the vision, mission, and values of AORE. Committee members contribute volunteer time to support projects and initiatives as guided by committee chairs.

Length of Term: Each member commits to serving the committee for one year, commencing on January 1 of each year. This commitment can be renewed annually, if desired.

Minimum Qualifications:

- All committee members must be a current AORE member in good standing.

Application Process:

1. Review "Volunteerism at AORE" member webinar.
2. Complete Volunteer Recruitment form.
3. Completed forms sent to appropriate committee chairs, for review/follow-up.
4. If interest is confirmed, chairs alert National Office to follow up with Volunteer Agreement.

Duties and Responsibilities:

Committee members take an active role in working towards accomplishing both standing and annual projects to fulfill the committee charter.

It is expected that committee members:

- Be prepared for, attend and engage in all committee meetings.
- Respond to all committee related emails, polls and surveys in a timely fashion (ideally within 48 hours).
- Maintain an open line of communication with chairs in regards to availability/capacity.

- Understand assigned standing and annual projects of the committee.
- Fulfill agreed upon commitments and communicate any challenges with the chair.
- Recognize that committee work is volunteer based, and be respectful of everyone's effort on the committee.

Compensation: This is a volunteer position. Members do not receive any compensation for their services.

Estimated Time Commitment: We approximate that this position requires 24-38 hours a year, or approximately 1 hour every two weeks. *Please note this is an estimate and that time will vary monthly based on projects and meetings.*

Committee calls: 12 calls x 1 hour = 12 hours

Committee projects: 2 hours per month x 12 months = 24 hours

Onboarding = 2 hours

In Return for Your Committed Volunteer Service We Promise

- We will provide clear communication about the needs and issues relevant to AORE.
- We will attempt to ensure you have the materials necessary to be an ambassador for the mission in the community.
- We will support your orientation and continuing education as an AORE Committee Member.
- We will celebrate and respect your volunteer service.