**HOURS RECORDER**

**Job Description**

***Reports to VP, Membership***

The Hours Recorder shall keep records of volunteer hours and volunteer history for each member of Assistance League® of Indianapolis on Excel computer spreadsheets. She shall report to the Vice President Membership and serve on the Membership Committee.

**Required Skills:**

* Effective communication skills (written and oral)
* Proficient in Excel spreadsheets
* Computer skills in order to complete and submit reports

**Training:**

* Understand Budget process.
* Understand Voucher repayment process. VP, Membership (hereinafter VP) will be required to co-sign any voucher repayment requests. It is imperative that all receipts be submitted for payment in a timely manner.

**Weekly Duties (as needed):**

* Copy VP on all email correspondence.
* Any newsletter announcements are due to the President on the Wednesday prior to the Sunday newsletter. Be sure to copy VP for approval.

**Specific Duties:**

* Attend training at the beginning of the fiscal year (June).
* Be sure to use Springfest forms compiled by Membership to engage every member who identified interest in helping.
* You will be responsible for writing an end-of-year report. This is due to the President no later than May 10th. If you do not have final data for your area, the report can be amended to update data when you have it. It is helpful to keep notes of activities and pertinent information as the year goes along. This report is extremely helpful to your successor.
* You may be asked to supply information to update the Member Handbook.
* Be familiar with the policies and bylaws/standing rules that pertain to your position.
* Write meeting minutes for every meeting you chair. Copy attendees. Keep a copy for future reference.
* Pass along procedure manual to successor.

**Other Specific Duties:**

* Attend all regular meetings. Inform the President in advance to be on the Board or regular meeting agenda.
* Be familiar with and follow the chapter bylaws, policies and standing rules.
* Revise and update the Hours Form in June after Board approval. Send the form to the ALI Website Administrator and the Handbook Chairman. Keep a copy of the Hours Form on the chapter office computer as well as in the cloud-based platform.
* Bring the bright pink box for collecting Hours Forms to all regular meetings. Place it along with blank Hours Forms and the Daily Recording Forms near the meeting agendas so that members will quickly see them as they arrive and check in.
* Encourage members to submit hours by email using the Excel template. The first week in August send the template to all members who used it in previous years. Let members who don’t have Excel know they can also email hours without a form.
* Review how to identify, count and record hours with the membership as needed at regular meetings and through the President’s Weekly Newsletter.
* Participate in Board Training in June and provide the following handouts: 1) Counting, Recording and Identifying Service Hours; 2) Year End Report that summarizes volunteer hours from the past fiscal year; and 3) report that compares volunteer service hours from 2001-2002 through the most recent fiscal year.
* Nominations for the Shining Star Award are due at the August regular meeting. The chairman of this committee (President-Elect) will ask you for information regarding each nominee. The information shall include date joined, yearly activities and number of service hours. If you were Hours Recorder for the past fiscal year, you serve on this committee.
* Speak at New Member Orientation and provide the following handouts: 1) Counting, Recording and Identifying Service Hours; 2) Year End Report that summarizes volunteer hours from the past fiscal year; 3) blank Hours Forms; and 4) Daily Recording form. If you don’t participate in Orientation, have the information available for each new member to receive.
* Assist the President, Vice President Membership, Orientation Chairman, Placement Chairman, Vice President Philanthropic Programs, Philanthropic Program Chairmen,Vice President Resource Developmentand Chairman of Grants as requested or needed.
* Every month record hours submitted by members on the Excel worksheets within the file *Member Hours*. Add new members as they join. Within the *Member Hours* file, set up a worksheet to track Board member hours. The Treasurer, Chairman of Grants and others may ask you for this information.
* Throughout the year update information and add new members to the appropriate Excel worksheet within the *Member Volunteer History* file. Include responsibilities performed by members, membership service pins received in May, new Red Star members, and award recipients (Ada, Shining Star, Anne Banning).
* In the fall, the past president will ask for a list of members eligible for the Anne Banning Leadership Award. See the guidelines in ALI Policies. The list shall include date joined, yearly activities and number of service hours for each member.
* Between November and January, the President will ask for a list of members eligible for the Ada Edwards Laughlin Award. See the guidelines in ALI Policies. The list shall include date joined, yearly activities and number of service hours for each member.
* At the end of January create a list of members (voting and nonvoting) who, at the May Annual meeting, will receive pins recognizing their number of years as members – 5, 10, 15, 20, 25, 30, 35 years. Send this list to the Vice President Membership.
* Complete the Volunteer Hours Year End Report Form as soon as possible in June. This form will be given to you by the President/President-Elect. Attach 1 copy to the front of the Annual Report you submit to the President; give a 2nd copy to the Vice President Membership; and insert a 3rd copy with your Annual Report in the Hours Recorder manual. Also send copies to the VP Philanthropic Programs, VP Resource Development, Chairman of Grants, and Chairman of Strategic Planning.
* Total each member’s volunteer hours at year’s end. There are formulas that will automatically do this for you in the *Members Hours* file. Copy hours from each member in the *Members Hours* file onto the appropriate worksheet in the *Member Volunteer History* file.
* In June, immediately after you have determined total hours for the past fiscal year, submit a list of members who have just become eligible for Red Star recognition to the Vice President Membership and the **Handbook** chairman. Include the year each member joined ALI. See the Membership section of the Policies for guidelines to determine Red Star status. Remind the **Handbook** chairman to add the Red Star to the newest member’s listing in the **Handbook.**
* The Vice President Membership will approve and sign all expense vouchers before submitting to the Treasurer for reimbursement.
* Revise and update this job description during April and approve with the Vice President Membership and President-Elect.
* Prepare budget requests in February/March and submit to the Vice President Membership for Budget Committee considerations. Budget requests shall include:
  + Projected expenses for rest of current fiscal year.
  + Projected expenses for next fiscal year.
* Prepare three (3) copies of the Annual Report and Year End Report Form for this position -- one copy for the Procedure Manual, one copy for the President’s file, and one copy for the Vice President Membership.
* Pass on procedure manuals and train incoming chairman.

**HOURS RECORDER’S SPREADSHEETS and INFORMATION**

I’ve created 2 Excel files: 1 records **Member Hours** and the other shows the **Volunteer History** for each member.

**Member Hours**

*1.* Monthly (Summer through May) spreadsheets show hours for each member by category.

*2.* The Yearend Total spreadsheet shows

*a.* the total hours for each member by category.

*b.* the combined total hours by category for the entire membership. There is also a formula that calculates how many members participated in each category.

*c.* nonmember hours and those of our grant writer.

*d.* the monetary value of hours for the chapter.

*3.* The Board Member Hours spreadsheet quickly summarizes hours at any point in time during the year for each member of ALI’s governing board. The information is linked to the Yearend Total worksheet.

*4.* The Voting/Nonvoting Hours Breakdown spreadsheet divides member hours into specific ranges and is based on membership status.

*5.* The Yearend Report Form spreadsheet summarizes the information from 2.b., 2.c., and 4 and it is attached to the Hours Recorder’s Annual Report. Many officers on the governing board use this information.

**Member Volunteer History**

1. The Hours Recorder enters the following information on the All Info spreadsheet for **each** member:

a. awards/special recognition received– President, Ada, Shining Star, Anne Banning, Red Star

b. year joined

c. membership pins received

d. yearly and cumulative hours

e. leadership positions

2. Using the above information, the Hours Recorder creates spreadsheets for the following committees (example of format attached) :

a. Ada Committee – follow the guidelines for information needed; November or December

b. Anne Banning Committee – follow the guidelines for information needed; October - December

c. Shining Star Committee – follow the guidelines for information needed; 1st week in September

3. Officers and chairmen need the following information (not the spreadsheet):

a. VP Membership –

1) New Red Star members from previous fiscal year – names only; September regular meeting

2) Membership pin recipients – names and # of years only; January or February

b. Handbook Chairman – data only

1) New Red Star members – early June

2) Combined total of member volunteer hours and monetary value – early June

c. Treasurer –

1) # of member volunteer hours and monetary value - early June

2) # of nonmember hours – early June

**Helpful Suggestions for Future:**

Signature / Date