

LuMinHoS Volunteer Management Team (VMT) – Terms of Reference

Purpose:

The VMT is committed to the vision, mission, and values of LuMinHoS to present the comfort of Christ to **ALL** Lutheran patients admitted to Saskatoon hospitals. Together with the LuMinHoS chaplain, the VMT shall fulfill the day to day management functions of the organization on behalf of the Board to meet LuMinHoS goals and objectives. The VMT may recommend to the Board policies, procedures, and programs relating to its areas of responsibility.

Structure:

The VMT shall consist of up to seven persons appointed by the Board for a three-year renewable term and shall be comprised of:

1. VMT committee chairs
2. The treasurer, who will be an ex-officio member (with vote) and will attend VMT meetings.
3. Members-at-large, as deemed necessary.

In a year when VMT terms expire on October 31, appointments to the VMT (new or renewals) shall take place at the September meeting of the Board to become effective on November 1st of that year.

Responsibilities:

The VMT through the work of on-going committees will be responsible for the following:

1. Elect annually the chair and secretary of the VMT from within. The chair will provide reports to the Board at each board meeting or as requested. Election of officers shall normally take place at the November meeting of the VMT.
2. Review the current situation with hospital visitations and chaplain/volunteers work, and make an assessment as to how LuMinHoS is meeting the vision and mission statement mandates.
3. Give freedom to committee chairs to seek volunteers from the community at large to serve with them, as deemed necessary.
4. Find sufficient number of hospital visitors, to deal with volunteer visitor issues, and find supply chaplains, through the Visitations Committee.
5. Use various communication channels to profile the organization, and build understanding of the work of LuMinHoS, through the Communications Committee.
6. Create events providing Lutherans with opportunities to gather and pray for the ministry and to support the ministry financially, through the Events Committee.
7. Review and manage income and expenses, especially budget items specific to VMT objectives, through the Finance Committee.

Accountability

The VMT shall be accountable to the Board.

Meetings

The VMT shall normally meet monthly. Special meetings may be held at the call of the Chair as necessary.

Date (O) Sept. 2013
Date (R) Nov. 2015
Date (R) Apr. 2016