



Job Description Volunteer Engagement Committee (CVI)

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Introduction

The Volunteer Engagement Committee (CVI) plays a central role within SVV Scheveningen. This job description provides an overview of the committee's purpose and tasks and also outlines which tasks do not fall under its responsibility. This ensures clear expectations, a well-defined allocation of roles, and effective collaboration within the association.

Purpose

The purpose of the Volunteer Engagement Committee (CVI) is to structurally, clearly, and sustainably organize voluntary involvement within SVV Scheveningen. The committee creates the conditions in which members can contribute to the association in an accessible and meaningful way. By coordinating recruitment, planning, communication, and recognition, the CVI contributes to a strong volunteer culture in which engagement is natural and everyone's contribution counts.

The committee acts as a connecting link between the board, the committees, and the members, and its central task is to support and facilitate voluntary efforts, without executing or replacing them itself.

Composition

The Voluntary Engagement Committee (CVI) consists of one coordinator and at least three members. The committee members are engaged club members with an affinity for organization, structure, and collaboration. Each fulfills a clear role in the implementation of the volunteer policy. The composition is as follows:

- Coordinator: directs the committee, monitors progress, and maintains contact with the board and other committees.
- Planning & Registration Member: responsible for managing the volunteer schedule, recording volunteer activities, and using supportive digital tools (such as the scheduling app).
- Recruitment & Contact Member: focuses on actively approaching members, conducting intake interviews, and maintaining contact with volunteers.
- Appreciation & Retention Member: develops and organizes recognition moments and follows up with volunteers after their engagement to strengthen involvement.

For communication and visibility, the committee makes use of the expertise of the media team of SVV Scheveningen. The CVI works closely with this team to coordinate job openings, news, and campaigns effectively and to bring them to broad attention.

The committee meets regularly and coordinates its activities internally. Each member contributes from their own area of focus, with the shared goal of strengthening voluntary engagement within the association.

Time Investment

The members of the Voluntary Commitment Committee spend on average about 2 hours per week

on committee activities. The workload varies: some weeks require more intensive involvement than others. Around the start of the football season, in mid-September, there is a peak in workload. During this period, additional efforts are often needed for tasks such as updating volunteer lists, coordinating with committees, and scheduling assignments.

In addition, the committee meets on average once a month for a meeting of approximately 1.5 hours. During this meeting, ongoing issues are discussed, actions are coordinated, and new developments are addressed.

Tasks of the Voluntary Commitment Committee

Categorie	Omschrijving
Recruitment & Onboarding	<ul style="list-style-type: none"> - Drafting and keeping job descriptions up to date. - Publishing available volunteer tasks on the website and via communication channels. - Supporting the recruitment of new volunteers. - Setting up a clear onboarding process for new volunteers.
Planning & Coördination	<ul style="list-style-type: none"> - Keeping track of who carries out which task. - Management and organization of the volunteer schedule (including schedule app). - Registration of volunteer contributions in collaboration with the relevant committees.
Information	<ul style="list-style-type: none"> - Inform new members about the volunteer structure. - Develop communication materials about volunteer engagement. - Serve as a point of contact for questions about volunteer policy.
Appreciation & Preservation	<ul style="list-style-type: none"> - Organizing regular appreciation moments (such as the volunteer party, 'volunteer of the month', etc.). - Follow-up after activities (brief feedback with volunteers). - Identifying wishes or areas for improvement among volunteers.
Collaboration & Consulting	<ul style="list-style-type: none"> - Coordinate with other committees regarding their volunteer needs. - Advise the board on volunteer policies and their practical implementation.

Non-tasks of the Voluntary Work Commission

Niet-taak	Toelichting
Uitzendbureau functie	The committee does not resolve ad-hoc staffing issues that are passed on by other committees or teams. The responsibility for staffing lies with the respective committee or the person responsible.
Daily management of volunteers	Responsibility lies with the coordinator or the committee itself.

Individual mediation in conflicts	This falls under the responsibility of the board or youth chairperson.
Communication on behalf of other committees	The CVI provides support but does not carry out communication on behalf of third parties.
Isolated policy-making	Policy development takes place in consultation with the management and other stakeholders.
Commitment to performing tasks	Members of the CVI are not themselves deployed for tasks within committees or events; they only coordinate the deployment of others.