



Pro Bono Committee Positions

2018 YEAR-LONG Committee Positions

1.) Volunteer Coordinator

- a. Official Title: *FPA of Georgia Pro Bono Volunteer Coordinator*
- b. Time Dedication: 1 hour/every two weeks on average; 26 hours
- c. Position Duties
 - i. Receive requests for individual one on one Pro Bono Planners. Send emails to volunteer database to match up client to an available planner.
 - ii. Send emails to Volunteer Database to solicit volunteers for upcoming project events.
 - iii. Create and maintain volunteer and client sign-ins for events (scanning and uploading to database).
 - iv. Provide documentation to volunteers requiring proof of volunteer/CFP® hours.
 - v. Scan and upload signed Client Engagement Agreements (one on one pro bono engagement docs).
 - vi. Brainstorm with Pro Bono Director on upcoming project volunteer needs.

2.) Outreach Liaison

- a. Official Title: *FPA of Georgia Pro Bono Outreach Liaison*
- b. Time Dedication: 1 hour/every two weeks on average; 26 hours
- c. Position Duties
 - i. Document requests for partnership with CBOs (Community Based Organizations)
 - ii. Draft MOU (Memorandum of Understanding) for partner CBO.
 - iii. Meet with prospective CBO with Pro Bono Director to help determine fit, need, and scope of partnership.
 - iv. Participate and help organize Annual Open House where potential partners and current partners come together to discuss the FPA Pro Bono experience, achievements, pitfalls, and feedback.

3.) Financial Literature Manager

- a. Official Title: *FPA of Georgia Financial Literature Manager*
- b. Time Dedication: 1 hour/month; 12 hours
- c. Position Duties
 - i. Establish and maintain a database of current resources, number, and their location (online/print/etc.)→Handouts, booklets, literature we provide to clients.
 - ii. Update master list of online resources (weblinks) provided to Pro Bono Clients.

- iii. Track financial literature used in every event and partner engagement.
- iv. Order literature from established sources.