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| **STAFF** | **VOLUNTEER** |
| **Volunteer Coordinator**   * Send PFAC application to interested applicants * Collect and file completed applications * Request background checks from Volunteer Services office * Maintain volunteer files for all volunteer patient/family advisors | **New Applicant Greeter**   * Initiate contact with potential PFAC applicants * Use guide to explain PFAC Program and process for becoming a patient/family advisor * Forward names of interested applicants to PFAC Coordinator |
| **Interview Scheduler**   * Schedule 30-minute interviews for new PFAC advisor applicants with:   + At least one member of PFAC executive team   + One staff advisor   + Co-chair from this PFAC or another PFAC | **Meeting Minutes Master**   * Record PFAC meeting minutes using Meeting Minutes Template * Send meeting minutes to PFAC Coordinator and Meeting Organizer |
| **Meeting Organizer**   * Secure & confirm speakers/presenters for PFAC meeting * Complete agenda template * Send completed agenda to Meeting Communicator for distribution 1 week prior to PFAC meeting | **Meeting Communicator**   * Solicit PFAC Executive Team members for topics/presenters for upcoming PFAC meeting * Forward topics and presenters to Meeting Organizer * Send completed PFAC meeting agenda (once received from Meeting Organizer) & meeting minutes to all PFAC members |
| **Tracker**   * Update Issue Tracker following each PFAC meeting * Share current version of Issue Tracker during PFAC meetings * Save updated version of Issue Tracker on PFAC SharePoint site |  |