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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
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| **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
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| **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
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| **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
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