

Kingston Area Association of Administrators of Volunteers

Terms of Reference - Appendix 1- Approved June 12, 2015

Position	Term Time	Purpose	Specific Qualifications	Position Responsibilities	General Responsibilities
President	2 years 2-4 hours per month plus meetings	Responsible to KAAAV membership. All Executive members report to the President. The President communicates with Executive members as required.	<ul style="list-style-type: none"> • Minimum 2 years active member of KAAAV • Minimum 2 years experience managing volunteers • Proven leadership skills • Support of principle organization and availability to fulfill duties 	<ul style="list-style-type: none"> • Chairs Annual, Executive and General meetings • Calls Executive and Special meetings as needed • Sets agenda and facilitates discussions at meetings • Oversees operation of KAAAV including acting as advisor to committees and members • Recruits from KAAAV membership for duties as needed • Reviews and approves content of weekly e-mail • Reviews Treasurer's report and finances • Reviews KAAAV goals annually 	<ul style="list-style-type: none"> • Is expected to attend monthly Networking meetings , Executive meetings as well as the Annual General Meeting • Keeps records as per the Record Keeping Guidelines • Reviews Terms of Reference prior to AGM • Writes and submits report for AGM • Submits written report if absent from General, Executive or AGM meetings • Represents the opinions and interests of KAAAV to public and private sectors • May be one of the designated signing officers • Encourages and welcomes new members
Executive-at-Large	1 year 2-4 hours per month plus meetings	The role of the KAAAV Executive At-Large is to provide support to the President or any of the Executive as required.	<ul style="list-style-type: none"> • Minimum 1 year active member of KAAAV • Minimum 1 year experience managing volunteers • Proven leadership skills • Support of principle organization and availability to fulfill duties 	<ul style="list-style-type: none"> • Acts in place of President during absence • Oversees nomination process for the incoming Executive and responsible for call for nominations from members • Presents slate of nominees at AGM • Assists committee members as needed 	<ul style="list-style-type: none"> • See President General Responsibilities

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Secretary	1 year 2-4 hours per month plus meetings	The role of the KAAAV Secretary is to maintain communication and correspondence with the membership and the KAAAV Executive.	<ul style="list-style-type: none"> • Minimum 1 year active member of KAAAV • Minimum 1 year experience managing volunteers. • Proven leadership skills • Word Processing skills • Access to computer, email • Support of principle organization and availability to fulfill duties 	<ul style="list-style-type: none"> • Records, prepares and forwards minutes of Executive, General and AGM meetings to the President • Keeps records of all motions and includes in final report presented at AGM • Maintains the files and records of current and future officers • Keeps an up to date list of Executive, Committee and KAAAV members 	<ul style="list-style-type: none"> • See President General Responsibilities
Treasurer	2 years 5-8 hours per month plus meetings	The role of the KAAAV Treasurer is to manage the finances on behalf of KAAAV.	<ul style="list-style-type: none"> • Minimum 1 year active member of KAAAV • Minimum 1 year experience managing volunteers • Proven leadership skills • Prior bookkeeping or accounting experience an asset • Support of principle organization and availability to fulfill duties 	<ul style="list-style-type: none"> • Maintains accurate financial records and bank account for KAAAV • Prepares and provides written financial report no less than once every other month for Executive and General meetings • Prepares and presents financial report at AGM meeting • Pays bills in a timely manner • Issues receipts for membership dues • Provides President, Secretary and weekly e-mail officer with e-mail addresses of all members in good standing • Informs Executive of new members • Works with Bursary Chair • Arranges annual audit of books prior to AGM 	<ul style="list-style-type: none"> • See President General Responsibilities

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Education Committee Chair(s)	1 year 2-4 hours per month plus meetings	On behalf of KAAAV, the Education Chair(s) works with the Education Committee and is responsible for set up of the dates, times and locations as well as the education portion of the monthly meetings and AGM.	<ul style="list-style-type: none"> • Minimum 1 year active member of KAAAV • Minimum 1 year experience managing volunteers • Proven leadership skills • Possess good organization skills to plan and execute events • Support of principle organization and availability to fulfill duties 	<ul style="list-style-type: none"> • Calls, chairs and coordinates planning meetings • Oversees the production of the KAAAV brochure • Schedules guest speakers and facilitated discussions for general meetings based on feedback by members • Confirms guest speakers, hosting sites and refreshments for meetings in a timely manner • Introduces and thanks guest speakers presenting small gift of appreciation 	<ul style="list-style-type: none"> • See President General Responsibilities
Special Events Committee Chair (s)	1 year 2-4 hours per month plus meetings	On behalf of KAAAV, the Special Events Committee Chair(s) plans special events for Managers of Volunteers (workshops, conferences or socials) and/or other special events which will be determined by the membership or executive on an annual basis.	<ul style="list-style-type: none"> • Minimum 1 year active member of KAAAV • Minimum 1 year experience managing volunteers • Proven leadership skills • Possess good organization skills to plan and execute events • Support of principle organization and availability to fulfill duties 	<ul style="list-style-type: none"> • Calls, chairs and coordinates planning meetings • Plans and executes 1 to 2 workshops of an educational nature for KAAAV members and other community Managers of Volunteers • Organizes workshop topics based on feedback from KAAAV members • Communicates and works with Treasurer to ensure timely payment of expenses and collection of revenues • Recruits from KAAAV membership for event assistance 	<ul style="list-style-type: none"> • See President General Responsibilities

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Communications Coordinator	1 year 2-4 hours per month plus meetings	On behalf of KAAAV the Communications Coordinator will coordinate a committee to facilitate and manage the member communication tools as required. These tools may include; website, e-mail bulletins, social media, welcome packages and PSAs.	<ul style="list-style-type: none"> • Minimum 1 year active member of KAAAV • Minimum 1 year experience managing volunteers • Proven leadership skills • Experience in web based design and HTML • Access to scanner and/or image editing application in order to convert files to JPEG format for website • Support of principle organization and availability to fulfill duties 	<ul style="list-style-type: none"> • Updates KAAAV website with current meeting schedules and education topics • Promotes special events, National Volunteer Week information, links to PAVRO and other relevant volunteer management sites • Ensures timeliness and accuracy of all information on KAAAV website 	<ul style="list-style-type: none"> • See President General Responsibilities
Pauline Weston Bursary Selection Committee Chair	1 year 2-4 hours per month plus meetings	Working with the Executive the Pauline Weston Bursary Chair is responsible to call meetings for the purpose of reviewing applications for KAAAV bursary funding requests.	<ul style="list-style-type: none"> • Minimum 1 year active member of KAAAV • Minimum 1 year experience managing volunteers • Proven leadership skills • Support of principle organization and availability to fulfill duties 	<ul style="list-style-type: none"> • Reviews all bursary applications ensuring that members qualify and workshop/conference is within the scope of funding • Consults with President or Executive At Large to approve bursary application and set amount of funding • Submits cheque request to Treasurer for bursary funds to KAAAV members 	<ul style="list-style-type: none"> • See President General Responsibilities