

Kingston Area Association of Administrators of Volunteers (KAAAV)

Terms of Reference - Appendix 1- Approved June 12, Revised June 17, 2022

Position	Term Time	Purpose	Specific Qualifications	Position Responsibilities
<p>President</p>	<p>2 years</p> <p>Monthly meetings plus approx. 4-8 hours per month depending on the time of year.</p>	<p>The President in collaboration with the Executive ensures the mission and vision of KAAAV is met for its members.</p>	<ul style="list-style-type: none"> • Minimum 2 years' active member of KAAAV • Minimum 2 years' experience managing volunteers • Leadership skills • Strong communication and organizational skills. • Support of principle organization and availability to fulfill duties 	<ul style="list-style-type: none"> • Chairs General Network, Executive and AGM meetings • Calls Executive meetings as required • Welcomes new members • Oversees operation of KAAAV including acting as advisor to committees and members • Reviews Treasurer's report and finances and is one of the signing officers. • Represents the opinions and interests of KAAAV to public, private sector and media • Collaborates with Provincial, AVA and local volunteer community agencies such as; The United Way to promote volunteer management best practices • During term, in collaboration with the Membership and Executive, reviews the By Laws, Terms of Reference and Supporting Guidelines • Recruits from KAAAV membership for assistance as needed

Position	Term Time	Purpose	Specific Qualifications	Position Responsibilities
Secretary	<p>1 Year</p> <p>Monthly meetings plus approx. 4-8 hours per month depending on the time of year.</p>	<p>The role of the KAAAV Secretary is to maintain communication and correspondence with the membership and the KAAAV Executive.</p>	<ul style="list-style-type: none"> • Minimum 1-year active member of KAAAV • Minimum 1 year experience managing volunteers • Leadership, time management and organizational skills • Support of principle organization and availability to fulfill duties 	<ul style="list-style-type: none"> • Records and prepares Agenda and Minutes of General, Executive and AGM meetings and forwards documents to the Executive • In collaboration with the Treasurer maintains an up-to-date list of KAAAV members in good standing • Reviews Treasurer's report and finances and is one of the signing officers • Compiles and sends the weekly update to members in good standing • Overseas the nomination process, call for nominations and presents the slate of nominees at AGM • Keeps records of all motions for inclusion at AGM • During term, in collaboration with the Membership and Executive, reviews the By Laws, Terms of Reference and Supporting Guidelines

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Treasurer	<p>2 years</p> <p>Monthly meetings plus approx. 4-8 hours per month depending on the time of year.</p>	<p>The role of the KAAAV Treasurer is to manage the finances on behalf of KAAAV.</p>	<ul style="list-style-type: none"> • Minimum 1-year active member of KAAAV • Minimum 1 year experience managing volunteers • Prior bookkeeping or accounting experience an asset • Support of principle organization and availability to fulfill duties • Leadership, time management and organizational skills 	<ul style="list-style-type: none"> • Maintains accurate financial records and bank account for KAAAV • Provides a financial report no less than once every other month at General and AGM meetings • Pays invoices and issues receipts for membership dues • Is one of the signing officers • In collaboration with the Secretary maintains an up-to-date list of KAAAV members in good standing • Informs Executive of new members in good standing • Arranges annual audit of books prior to AGM • During term, in collaboration with the Membership and Executive, reviews the By Laws, Terms of Reference and Supporting Guidelines

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Education Committee Chair(s)	1 year Monthly meetings plus approx. 4-8 hours per month depending on the time of year.	The Education Chair(s) works with the Education Committee and Event Chair and is responsible for member access to professional development opportunities	<ul style="list-style-type: none"> • Minimum 1-year active member of KAAAV • Minimum 1 year experience managing volunteers • Leadership, time management and organizational 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 Education Committee planning meetings in collaboration with the Event Chair • Organizes Education topics based on feedback from KAAAV members • Oversees the production of the yearly KAAAV networking meeting schedule with a combination of guest speakers, facilitated discussions, bursary recipient presentations and events • Confirms guest speakers, hosting site information • Communicates and works with Treasurer to ensure timely payment of expenses related to monthly Education Networking meetings • Introduces and thanks guest speakers presenting small token of appreciation • During term, in collaboration with the Membership and Executive, reviews the By Laws, Terms of Reference and Supporting Guidelines • Recruits from KAAAV membership for assistance

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<p>Special Events Committee Chair (s)</p>	<p>1 year</p> <p>Monthly meetings plus approx. 4-8 hours per month depending on the time of year.</p>	<p>The Special Events Committee Chair(s) is responsible for planning special events for Managers of Volunteers (workshops, conferences or socials)</p>	<ul style="list-style-type: none"> • Minimum 1-year active member of KAAAV • Minimum 1 year experience managing volunteers • Leadership, time management and organizational 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 Event planning meetings in collaboration with the Education Chair • With the Education Chair plans and executes 1 to 2 workshops of an educational nature for KAAAV members and other community Managers of Volunteers • Organizes workshop/event topics based on feedback from KAAAV members • Communicates and works with Treasurer to ensure payment of expenses and collection of revenues • During term, in collaboration with the Membership and Executive, reviews the By Laws, Terms of Reference and Supporting Guidelines • Recruits from KAAAV membership for event assistance

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<p>Communication Coordinator</p>	<p>1 year</p> <p>Monthly meetings plus approx. 4-8 hours per month depending on the time of year.</p>	<p>The Communication Coordinator in conjunction with the Executive ensures that KAAAV communications is accessible to KAAAV members.</p>	<ul style="list-style-type: none"> • Minimum 1-year active member of KAAAV • Minimum 1 year experience managing volunteers • Experience in web based design and HTML • Strong writing and editing skills • Leadership, time management and organizational skills • Support of principle organization and availability to fulfill duties 	<ul style="list-style-type: none"> • In collaboration with the Executive ensures timeliness and accuracy of all posted information such as; meeting minutes, event notices, National Volunteer Week information, links to PAVR-O and other relevant volunteer management information • Keeps information current and uses communication tools which include; social media, website, Facebook and weekly e- mail bulletins to communicate with KAAAV members • Works with Treasurer to ensure payment of annual web-site hosting fees. • During term, in collaboration with the Membership and Executive, reviews the By Laws, Terms of Reference and Supporting Guidelines

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<p>Pauline Weston Bursary Selection Committee Chair</p>	<p>1 year</p> <p>Monthly meetings plus approx. 4-8 hours per month depending on the time of year.</p>	<p>As Chair of the Pauline Weston Bursary Chair oversees/leads The Committee and reports to the KAAAV Executive.</p>	<ul style="list-style-type: none"> • Minimum 1-year active member of KAAAV • Minimum 1 year experience managing volunteers • Leadership, time management and organizational skills. • Support of principle organization and availability to fulfill duties 	<ul style="list-style-type: none"> • Prepares Bursary Application requests to the committee for review • Calling and Chairing meetings for the committee • Brining forward Bursary committee recommendations to the KAAAV Executive • Submitting Bursary payment request to Treasurer and name of recipient to Education Committee for future presentation • Keeping abreast of funding in the Bursary account for disbursement. • During term, in collaboration with the Membership and Executive, reviews the By Laws, Terms of Reference and Supporting Guidelines

