



President

Purpose:

The incumbent will serve as Chair of the HAV Executive Committee and lead the Committee and promote the profession of Volunteer Management by carrying out the duties listed below in a professional and efficient manner.

Time Commitment:

- 1- year term followed by 1 year term as Past President
- 6-10 hours per month
 - Attendance at HAV Executive meetings once per month (approximately 3 hours per month)
 - Attendance at HAV Workshops/social events (approximately 2 hours every month)
 - Attendance at full-day planning retreat in August
 - Attendance at ½ day AGM in June

Accountability:

To membership

Responsibilities:

- a) To meet with the Executive Committee in a timely manner following the AGM and set a calendar of meetings and other dates for the full year
- b) To participate fully in the strategic governance and planning process;
- c) To prepare an agenda for, and chair, all meetings of the Executive Committee, Annual General Meeting and Special Meetings;
- d) To act as spokesperson for HAV or appoint an alternate Executive Committee member in all matters involving public relations;
- e) To oversee the publication of the Annual Report and other periodic publications including the newsletter;
- f) To communicate with the membership at large about HAV activities and those of similar organizations such as PAVRO and VMPC;
- g) To oversee ad-hoc committees;
- h) To oversee completion and submission of the Ontario Corporation documents within 15 days after the AGM or any change in designated Director's information.
- i) *To ensure the archival and storage of HAV material: (each Executive archives the years activities on a MASTER USB or Google Drive);*

- j) To act as signing authority on HAV accounts. (Coordinate with the Treasurer to ensure their signature is registered at the bank.)*
- k) To ensure Honorary Life Memberships nominations are reviewed/granted and presented as required/ appropriate*
- l)** Provide orientation to successor
- m)** Provide 1 raffle item for Festive Lunch (December) and AGM (June)
- n)** Assist with set-up and clean-up of workshop/event spaces
- o)** Provide VP and Secretary driving directions/parking instructions to your organization (for forwarding to attendees) when workshop/events are held there

Qualifications:

- General Member in good standing
- Good knowledge of the Association
- Able to perform the duties specific to the office
- Executive Committee experience, preferably as Vice President, if possible
- Organizational skills and time management skills
- Ability to work independently but also participate as a team member
- Work under pressure
- Ability to meet deadlines

Benefits/Impact:

- Support HAV and help make decisions on how the association operates
- Complement your resume with Executive involvement
- Leadership role
- Expand your network of speakers and experts
- Further develop your organizational skills
- Work with a team of dedicated, like-minded individuals
- Network and work closely with local leaders of volunteer engagement
- Accumulate points towards PAVRO Certification

Detailed Tasks:

Meetings:

Set yearly meeting dates at the summer retreat

Prepare monthly agenda and send to Executive Members one week prior to meeting

Chair meetings

Liaison Network:

Represent HAV as liaison

Attend conference call meetings bimonthly

Bring forward updates from HAV and inquiries we may have.

Report back to Executive

Annual General Meeting:

- Prepare notice of AGM to be sent to Membership 30 days prior to AGM date.
- Oversee amendments to bylaws, as required, and ensure they are sent to membership 30 days prior to AGM date.
- Sent out Slate of Officers (via Past President), 2 weeks prior to AGM.
- Create AGM agenda
- Create AGM PowerPoint
- Collate Reports from President, VP, Treasurer, Secretary
- Packages of AGM agenda/financials to be placed on tables for membership at AGM
- Farewells to outgoing Executive Members
- Present years of Service to those members at AGM
- Prepare FULL AGM REPORT to be posted on website and sent to Membership after AGM
- *HAV archival material – process in progress*

Updated: April 2019