



HAMILTON ADMINISTRATORS  
of VOLUNTEERS

# *Vice President*

## **Purpose**

The incumbent will facilitate the professional development opportunities for the membership and provide support to the President by carrying out the duties listed below in a professional and efficient manner.

## **Time Commitment**

- 1-year term
- 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**

High level of accountability. Acting as a conduit of information between the Executive Committee, potential guest speakers, and membership.

## **Responsibilities**

- a) To assist the President and, in the absence of the President, to assume all duties of the President
- b) To participate fully in the strategic governance and planning process
- c) To coordinate the educational and networking demands within the HAV budget and goals of the membership, which includes the following responsibilities:
  1. Research and book speakers who are proficient in a pre-determined topic;
  2. Ensure evaluations are carried out for all workshops/trainings;
  3. Research and securing venues;
  4. Coordinate meals and refreshments as required;
  5. Organize set-up and clean-up for all workshops/trainings;
  6. Recruit sub-committees as required to assist with workshops/trainings;
  7. Report monthly progress to the executive committee.

- d) To annually lead the executive committee through a review of the By-Laws for revision and amendment;
- e) To oversee ad-hoc committees related to the portfolio;
- f) Provide 1 raffle item for Festive Lunch (December) and AGM (June)
- g) Assist with set-up and take-down of workshop/event spaces
- h) Provide VP and Secretary driving directions/parking instructions to your organization (for forwarding to attendees) when workshop/events are held there

#### **Qualifications:**

- Delegation
- Event planning
- Communication
- Interpersonal skills
- Time management
- Public speaking considered an asset
- Recognizing & responding to needs
  
- General Member in good standing
- Good knowledge of the Association
- Able to perform the duties specific to the office
- 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/Process:**

- Maintain a running supply inventory
- Maintain a detailed spreadsheet of potential speakers, topics, costs, special requests
- Send speakers the “Profile Agreement” prior to the session
- Post a RFP annually via Charity Village and LinkedIn to recruit speakers
- Prepare save-the-dates and invitations to be sent to membership
- Remind executive to donate raffle prizes to AGM & Festive Luncheon
- Prepare a task list to be sent to membership for events to ensure cohesive team work

***Updated: April 2019***