**BAVA Position Description**

**President**

**BAVA Mission Statement:**

The Barrie Association of Volunteer Administrators (BAVA) is a local association committed to excellence in the administration of volunteers through advocacy, networking, communication, education and professional development within the City of Barrie and surrounding areas.

**Overview of position:**

* Provide leadership to enhance volunteer engagement within the membership organizations
* Lead volunteer engagement professionals to further enhance learning and professionalism in the field of volunteer management

**Term:** The President is elected by the general membership. The term lasts for a maximum of two years, and commences immediately following the Annual General Meeting in June. This term is followed by a two-year term as Past President.

**Time commitment:** 6-10 hours/month

**Duties and responsibilities:**

The President is accountable to the membership and, for the duration of her/his term, will:

1. Attend all BAVA meetings and Executive meetings and provide updates as required.
2. Work with Executive Committee to create agenda for BAVA Executive and general meetings.
3. Provide leadership for the development and implementation of BAVA goals and objectives for the volunteer members which reflect the mission of the organization.
4. Chair all Executive and General meetings following the agenda.
5. Oversee and coordinate the operations of BAVA and act as an advisor to its members and sub-committees.
6. Ensure that BAVA goals and objectives are reviewed on an annual basis and modified as necessary**.**
7. Represent the opinions and interests of BAVA to private and public sectors.
8. Act as one of the three signing officers of BAVA.
9. Provide orientation to successor at end of term.

**BAVA Position Description**

**Vice-President**

**BAVA Mission Statement:**

The Barrie Association of Volunteer Administrators (BAVA) is a local association committed to excellence in the administration of volunteers through advocacy, networking, communication, education and professional development within the City of Barrie and surrounding areas.

**Term:**

The Vice-President is elected by the general membership. The term lasts a minimum of one year, and commences immediately following the Annual General Meeting in June.

**Time commitment:** 6-10 hours/month

**Duties and responsibilities:**

The Vice-President is accountable to the membership and, for the duration of her/his term, will:

1. Attend all BAVA member and Executive meetings and provide updates as required.
2. Represent BAVA quarterly at the PAVRO AVA Liaison teleconference meetings.
3. Perform the duties of the President in her/his absence.
4. Assist and advise the President as required.
5. Represent the opinions and interests of BAVA to private and public sectors.
6. Provide orientation to successor at end of term.
7. Ensure adequate meeting space is booked for the term.

**BAVA Position Description**

**Treasurer**

**BAVA Mission Statement:**

The Barrie Association of Volunteer Administrators (BAVA) is a local association committed to excellence in the administration of volunteers through advocacy, networking, communication, education and professional development within the City of Barrie and surrounding areas.

**Term:**

The Treasurer is elected by the general membership. The term lasts a minimum of one year, and commences immediately following the Annual General Meeting in June.

**Time commitment:** 3 hours/month

**Duties and responsibilities:**

The Treasurer is accountable to the membership and, for the duration of her/his term, will:

1. Attend all BAVA member and Executive meetings and provide updates as required.
2. Maintain accurate records and bank accounts. Act as custodian and be accountable for all financial records.
3. Prepare financial reports for the Executive and general meetings of BAVA.
4. Oversee all financial transactions: arrange payments of expenses as approved by the Executive and general committees; disburse funds in accordance with the direction of the Executive; and issue receipts.
5. Act as one of three signing officers.
6. Represent the opinions and interests of BAVA to private and public sectors.
7. Provide orientation to successor at end of term.

**BAVA Position Description**

**Secretary**

**BAVA Mission Statement:**

The Barrie Association of Volunteer Administrators (BAVA) is a local association committed to excellence in the administration of volunteers through advocacy, networking, communication, education and professional development within the City of Barrie and surrounding areas.

**Term:**

The Secretary is elected by the general membership. The term lasts a minimum of one year, and commences immediately following the Annual General Meeting in June.

**Time commitment:** 10 hours/month

**Duties and responsibilities:**

The Secretary is accountable to the membership and, for the duration of her/his term, will:

1. Attend all BAVA member and Executive meetings and provide updates as required.
2. Distribute agenda and minutes to members at least one week prior to meetings.
3. Ensure that copies of agenda, minutes, reports and organization records are available for reference at each meeting.
4. Prepare minutes for all BAVA Executive and general meetings. Appoint an alternate member to prepare minutes in her/his absence.
5. File/maintain all correspondence (agenda, minutes, treasurer reports, membership lists, etc.). Submit all records to her/his successor within one month of the Annual General Meeting.
6. In cooperation with the Membership Committee and Treasurer, ensure BAVA membership fees are current (year starts September 1st) and maintain an up-to-date list of BAVA members and their roles.
7. Perform any additional secretarial duties as assigned by the President/Vice-President.
8. Represent the opinions and interests of BAVA to private and public sectors.
9. Act as one of the three signing officers of BAVA.
10. Provide orientation to successor at end of term.

**BAVA Position Description**

**Education Committee Representative**

**BAVA Mission Statement:**

The Barrie Association of Volunteer Administrators (BAVA) is a local association committed to excellence in the administration of volunteers through advocacy, networking, communication, education and professional development within the City of Barrie and surrounding areas.

**Term:**

The Education Committee is elected by the general membership. The term lasts a minimum of one year, and commences immediately following the Annual General Meeting in June.

**Time commitment:** 2 hours/month, additional in February/March for education event

**Duties and responsibilities:**

The Education Committee is accountable to the membership and, for the duration of her/his term, will:

1. Attend all BAVA member and Executive meetings and provide updates as required.
2. Provide direction to the Executive on identified or referred personal/professional development needs of the membership with proposed training and other programming plans.
3. Work within approved budgetary guidelines (as per BAVA annual budget) to establish an annual program for BAVA meetings designed to meet identified needs of membership which will include arranging guest speakers on topics of need or interest to the membership. In addition, plan extra educational opportunities such as training seminars to cover topics of interest that require more time than the meeting session allows.
4. Act as a resource to the President and Executive Committee.
5. Report to membership at both regular and Executive BAVA meetings.
6. Represent the opinions and interests of BAVA to private and public sectors.
7. Provide orientation to successor at end of term.

**BAVA Position Description**

**Communications/Awareness Committee Representative**

**BAVA Mission Statement:**

The Barrie Association of Volunteer Administrators (BAVA) is a local association committed to excellence in the administration of volunteers through advocacy, networking, communication, education and professional development within the City of Barrie and surrounding areas.

**Term:**

The Communications/Awareness representative is elected by the general membership. The term lasts a minimum of one year, and commences immediately following the Annual General Meeting in June.

**Time commitment:** 5 hours/month, additional in February/March for education event

**Duties and responsibilities:**

The Communications/Awareness representative is accountable to the membership and, for the duration of her/his term, will:

1. Attend all BAVA member and Executive meetings and provide updates as required.
2. Act as a resource to the President and Executive Committee.
3. Assist the Executive Committee to advance public awareness of the existence of BAVA and its purpose and goals, and to do specific event planning on behalf of BAVA membership.
4. Work within approved budgetary guidelines (as per BAVA annual budget) to establish an annual communication/awareness plan for BAVA.
5. Represent the opinions and interests of BAVA to private and public sectors.
6. Provide orientation to successor at end of term.

**BAVA Position Description**

**Webmaster**

**BAVA Mission Statement:**

The Barrie Association of Volunteer Administrators (BAVA) is a local association committed to excellence in the administration of volunteers through advocacy, networking, communication, education and professional development within the City of Barrie and surrounding areas.

**Term:**

The Webmaster is elected by the general membership. The term lasts a minimum of one year, and commences immediately following the Annual General Meeting in June.

**Time commitment:** 2 hours/month

**Duties and responsibilities:**

The Webmaster is accountable to the membership and, for the duration of her/his term, will:

1. Attend all BAVA member and Executive meetings and provide updates as required.
2. Edit the website to ensure it is current, professional and appropriately reflects and promotes BAVA to members, potential members, and the community at large. This may require writing content, updating photos, adding additional functions to the website, etc.
3. Ensure website domain(s) are secured and paid for each year.
4. Safely maintain all passwords which will be shared with the President.
5. In partnership with BAVA members, ensure members' content is up-to-date and accurate and that all links work.
6. Represent the opinions and interests of BAVA to private and public sectors.
7. Provide orientation to successor at end of term.

**BAVA Position Description**

**Membership Committee Representative**

**BAVA Mission Statement:**

The Barrie Association of Volunteer Administrators (BAVA) is a local association committed to excellence in the administration of volunteers through advocacy, networking, communication, education and professional development within the City of Barrie and surrounding areas.

**Term:**

The Membership representative is elected by the general membership. The term lasts a minimum of one year, and commences immediately following the Annual General Meeting in June.

**Time commitment:** 4 hours/month

**Duties and responsibilities:**

The Membership Committee is accountable to the membership and, for the duration of the term, will:

1. Attend all BAVA member and Executive meetings and provide updates as required.
2. Develop a recruitment plan at the beginning of the term.
3. Recruit new members and follow-up on those whose memberships have lapsed (unpaid as of the end of the November meeting), as per BAVA Secretary records.
4. Prepare marketing materials to current members to take to volunteer related events to distribute in order to encourage new membership/drive visitors to BAVA website for more information.
5. Greet/welcome/introduce new members at the BAVA meetings.
6. Form ad hoc committee when needed.
7. Prepare a summary report for AGM (if required).
8. Represent the opinions and interests of BAVA to private and public sectors.
9. Provide orientation to successor.

**BAVA Position Description**

**Care Committee Representative**

**BAVA Mission Statement:**

The Barrie Association of Volunteer Administrators (BAVA) is a local association committed to excellence in the administration of volunteers through advocacy, networking, communication, education and professional development within the City of Barrie and surrounding areas.

**Term:**

The Care representative is elected by the general membership. The term lasts a minimum of one year, and commences immediately following the Annual General Meeting in June.

**Time commitment:** 3 hours/month

**Duties and responsibilities:**

The Care Committee is accountable to the membership and, for the duration of the term, will:

1. Attend all BAVA member and Executive meetings and and provide updates as required.
2. Work with Secretary to secure a comprehensive and up to date list of all members.
3. Provide “feel good” messages as required and report at monthly meeting.
4. Reach out to members who have been absent without sending regrets to two consecutive meetings (unless they share the roll if another member) with a message of “missing you”.
5. Send get well or congratulation cards as required – preferably to home address on file. If not available, to the business address on file.
6. Provide moral support to members who are/have experienced challenges in their personal lives.
7. Provide appropriate accolades to members.
8. Arrange Christmas luncheon.
9. Represent the opinions and interests of BAVA to private and public sectors.
10. Provide orientation to successor.