



Position Description

Position Title	Vice-President
Organization Name	London and area Association for Volunteer Administration
Name of Committee or Task Force	Executive
Start Date	June
End Date	June
Hours and days required per month	5-10 hours
Reports to	President
Key responsibilities	<p>Training to become President at end of 2 year term. Takes on President's duties in President's absence.</p> <p>Attend monthly Executive meeting following monthly membership meeting. Attend yearly planning meeting and ad hoc meetings as they arise.</p> <p>Assist with recruiting new executive members</p>
Key Tasks	<p>To become fully familiar with all aspects of the association. To work closely with the President so as to be able to take on the role in case of absence or emergency. To provide leadership in strategic planning or other association work at discretion of President.</p>
Role or project overview and purpose, and how it relates to the organization's mission and strategic plan	<p>Works with Co-Chair of VP External to achieve strategic plan goal # 2 - recruitment and retention of members.</p> <p>Assist President with oversight of strategic plan, taking on specific tasks at the request of the President.</p> <p>Review current meeting format to make recommendations to President and Executive to consider changes to meet needs of membership.</p>
Skills, experience and attributes	<p>Leadership and management abilities</p> <p>Commitment to the importance and integrity of volunteer management as a profession.</p> <p>Experience in the knowledge, skills, and attitudes required for the profession of volunteer management.</p> <p>Skilled in the areas of meeting, project and time management.</p> <p>Thorough knowledge of the current trends and challenges facing the voluntary sector.</p> <p>Excellent verbal and written communication skills.</p> <p>Previous experience in strategic planning, financial/budgetary management, media relations.</p>
Training	Leadership and management training and/or

	previous experience in work or voluntary setting. Participation on LAVA committees and/or Executive.
Benefits for the Volunteer	<p>Opportunity to:</p> <ul style="list-style-type: none"> <li>- occupy a leadership position in a professional association</li> <li>- develop leadership and management skills in a context outside of regular employment</li> <li>- work with a great group of people</li> <li>- experience a sense of accomplishment while contributing to the development of a profession you care about</li> </ul>
Benefits for the Volunteer's employer	<p>Opportunity for employee to:</p> <ul style="list-style-type: none"> <li>-experience and develop their leadership potential.</li> <li>- stretch themselves through the challenge of volunteer management in a different context</li> <li>-recognition of staff as leader in local professional association making a viable contribution to our community</li> <li>- regular exposure to best practices and latest trends in volunteer management directly applicable to the improvement of the staff person's primary work environment</li> </ul>
Other requirements (Police check etc)	
President's Signature	
Volunteer Signature	
Date	2020
Date of PD review	2022