



## Position Description

Position Title	President
Organization Name	London and area Association for Volunteer Administration
Name of Committee or Task Force	Executive, ex-officio member of all standing committees and task forces
Start Date	June
End Date	June
Hours and days required per month	10-15 hours per month
Reports to	LAVA membership
Key responsibilities	<p>Provide leadership in the vision for the association, and engagement of its members in its mission</p> <p>Provide leadership the day to day operations of LAVA and work necessary to achieve the goals as outlined in the constitution and strategic plan</p> <p>Train and mentor incoming President</p>
Key Tasks	<p>Preparation for monthly meetings</p> <p>Chair monthly membership meeting</p> <p>Chair monthly executive meeting</p> <p>Maintain overview of committees and task forces between meetings and act as resource as required</p> <p>Representation and liaison with community partners throughout the month</p> <p>Review and updating of governance documents</p> <p>Work in conjunction with the LAVA Secretary to assure thorough and accurate records are kept, and all governance documents are passed on to incoming Executive</p> <p>Work with Treasurer to ensure sound financial management and record keeping of association funds</p> <p>Work with Treasurer in providing sound financial management and accountability for the funds of the association</p>
Role or project overview and purpose, and how it relates to the organization's mission and strategic plan	<p>Provide leadership and oversight across the association to assure integration of efforts toward the stated mission and goals of the association</p> <p>Facilitate communication between executive, task forces, and membership at large.</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	<p>2 years as Vice-President</p> <p>Transition meeting to review details with outgoing President</p>
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	Aug 2020
Date of PD review	June 2022