



Position Description

Position Title	Publicity Chair - Supplement
Organization Name	London and area Association for Volunteer Administration
Name of Committee or Task Force	Executive
Start Date	September 2020
End Date	September 2022
Hours and days required per month	1-2 (increase with preparation of Supplement)
Reports to	President
Key Responsibilities	<p>Production of the Annual E-Zine published during volunteer week in Canada (April)</p> <p>Providing leadership to group of LAVA members who come together to produce the E-Zine.</p> <p>Attend monthly Executive meeting following monthly membership meeting. Attend yearly planning meeting and ad hoc meetings as they arise.</p> <p>Training and mentoring incoming Chair(s).</p>
Key Tasks	<p>Assuring the following tasks get accomplished by the team (if applicable)</p> <ul style="list-style-type: none"> • Liaise with publisher and graphic artist • Clarification of requirements for ads and articles with publisher • Notification/invitation for submissions to members • Collection of ads, articles, photos, and listings • Collection, tracking, submission and reporting of fees • Meeting deadlines • Debriefing and providing summary report to Executive and membership
Role or project overview and purpose, and how it relates to the organization's mission and strategic plan	<p>Production of Annual E-Zine published during volunteer week to provide LAVA members with a public vehicle to recognize and thank their volunteers during volunteer week. To assist in maintaining the public profile of LAVA, the value of volunteerism and attracting new members.</p> <p>To be open to working with Executive or Chairs others charged with strategic plan objectives that tasks that may overlap with the goals of the supplement.</p>
Skills, experience and attributes	<p>Ability to manage a volunteer team, oversee project with many details, meet deadlines, and</p>

	liaise with publisher/designer (if applicable). Previous membership on the team. Previous publishing experience an asset.
Training	Participation on Supplement Team, Mentoring under Chair(s).
Benefits for the Volunteer	<p>Opportunity to:</p> <ul style="list-style-type: none"> - occupy a leadership position in a professional association - develop leadership and management skills in a context outside of regular employment - work with a great group of people - experience a sense of accomplishment while contributing to the development of a profession you care about <p>Experience in transitioning leadership responsibilities. Involvement with Executive and special projects with fewer day to day responsibilities.</p>
Benefits for the Volunteer's employer	<p>Opportunity for employee to:</p> <ul style="list-style-type: none"> - experience and develop their leadership potential. - stretch themselves through the challenge of volunteer management in a different context - recognition of staff as leader in local professional association making a viable contribution to our community - regular exposure to best practices and latest trends in volunteer management directly applicable to the improvement of the staff person's primary work environment - Leadership transition and leadership mentoring experience. - Make connections with local publishers and graphic designers that can help with employer's needs.
Other requirements (Police check etc)	<ul style="list-style-type: none"> - If the E-Zine is self-published, experience using Canva.com tools is an asset however not mandatory to complete. - Basic knowledge of design is an asset
President's Signature	
Volunteer Signature	
Date	August 2020
Date of PD review	November 2021