

VOLUNTEER JOB DESCRIPTION TEMPLATE

Job Title: Member of the Board of Directors for the AIDS Committee of Windsor (ACW)

Department: ACW Board of Directors

Report To: President of the Board of Directors

Job Description / Responsibilities:

- Regularly attend Board of Directors meetings and important related meetings
- Makes serious commitment to participate actively in committee work
- Volunteers and willingly accepts assignments and completes them thoroughly and on time
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports
- Gets to know other committee members and builds a collegial working relationship that contributes to consensus
- Is an active participant in relevant annual evaluation and planning efforts
- Actively support the Executive Director by providing direction, resources and realistic timelines to achieve the goals and objectives of the agency
- Develop organizational policies
- Recruit, Hire, and Evaluate the Executive Director of the ACW
- Propose and discuss potential services to be offered through the ACW
- Engage in community relations and represent the agency at community functions
- Participates in fund-raising for the organization
- Support recruitment and mentorship of new board members

Qualifications/Skills:

- Excellent written and verbal communication skills
- Minimum time commitment of 2 hours per month
- Fund raising capacity
- Financial skills
- Leadership skills
- Connections to key stakeholders and service delivery partners
- Human Resources experience
- Previous board experience and/or knowledge of governance
- Knowledge of ACW client population and their needs
- Ability to recognize and advocate for services that are appropriate for the client population
- Confidentiality
- Our agency supports the greater and meaningful involvement of client group representation

Training Provided:

- General agency orientation
- Orientation to the ACW Board of Directors Policies and Procedures Manual

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Benefits of Volunteering:

- Opportunity to improve skills and gain experience
- Chance to contribute to an important cause
- Opportunity to network and meet new people

Monthly Time Requirement: 2 hrs

Term Commitment: 2 years