



Canadian Administrators
of Volunteer Resources
Administrateurs canadiens
des ressources bénévoles

Exchange

A CAVR publication connecting members of the profession



www.cavrcanada.org

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President's Word

By: Hélène Bourgaize, CAVR President

As fall arrives, the rhythm has most likely changed in your workplace. It has certainly changed for CAVR Board Members. One of our key objectives for the coming months will focus on our branding process. As you will read in this edition of the Exchange, we will be offering webinar sessions where members will be invited to ask questions on the branding process. This will be a unique chance to provide feedback on our new image. An online special members' meeting will follow in January to vote on our new brand. We will ALL remember 2014 as a new era for CAVR.



In addition to our branding process, we continue to ensure that we are building a strong relationship with our members. This includes our partnership with PAVR-O in hosting the 2014 National Conference and our continued support of CVA certification. Please take the time to read the article on the advantages of being certified in volunteer administration and do not miss the March 1st deadline to register. There are special discounts offered to members of CAVR.

We are also developing tools for you to use in implementing the National Occupational Standards (NOS) in your workplace. As part of this, we are re-vamping the documents included in our Employer Package to reflect the NOS.

All these tools will be available on our website. Please visit the website at www.cavrcanada.org and let us know how the tools are working for you! As always, the Board welcomes feedback from our membership.

Hélène Bourgaize

Board Members 2013 – 2014

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You want to know more about the new image of CAVR?

Didn't have a chance to participate in CAVR AGM and provide input on the proposed new brand for your association? There's still time to do it. CAVR is organizing 3 webinars where members will have the opportunity to provide input on the new name and logo, as well as learn more about the programs available to you.

Want to register for one of the webinars? Easy:

- Choose a date and time: Wednesday, November 6 at 11:00 am, Thursday, November 21 at 3:00 pm or Friday, November 29 at 10:00 am. (All times are Eastern time).
- Send an e-mail indicating your name, province, along with the day of your choice to info@cavrcanada.org
- CAVR will send a confirmation out with the details on how to participate.

Don't miss out on this opportunity! There is a maximum of 50 participants per webinar! Register now!

Meet the new chair of Communications



Yvonne lePair is from Halifax, Nova Scotia and holds a Bachelor of Recreation degree from Dalhousie University and a certificate in Volunteer Management. She is currently employed by Northwoodcare Incorporated as part of their management team responsible for the development, recruitment and administration of their extensive volunteer program. As a large not-for-profit organization serving the changing needs of seniors in their community,

volunteers play a significant role in supporting the many programs and services they provide. Her experience and knowledge will be invaluable to CAVR. Please join me in welcoming Yvonne to her new role.

President, CAVR

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We celebrate you on November 5,
International Volunteer Managers Day 2013!
This year's theme is "Connecting and Inspiring". You do this
each and every day. By celebrating this date, you are
"Educating through Celebrating"!
The spirit of volunteerism is enhanced and enabled by Man-
agers of Volunteers around the world
The CAVR Board of Directors would like to thank you for your
hard work and dedication to the profession.

Save the date for the 2014 Conference!

CAVR has partnered with PAVR-O
to host the
2014 National Conference May 28 to 30,
in Niagara Falls Ontario!
We hope to see you there!

Keep an eye on the CAVR website for more
details as they become available.

OUR GOALS

To provide national leadership for administrators of volunteer resources

To maintain a professional Code of Ethics and Standards of Practice in the administration of volunteer resources

To promote professional development in the administration of volunteer resources

To collaborate with provincial, national and international organizations

A Journey to CVA certification

After taking the volunteer management certificate in 2009-2010 and volunteering in several volunteer management positions, while wanting to learn more, I chose to continue on the journey of knowledge and learning. I am currently a candidate studying to become Certified in Volunteer Administration (CVA) - an internationally recognized credential offered to those who work in volunteer resource management.

Having successfully completed the first step by passing the multiple choice exam, I have been asked to reflect on why I chose to pursue my accreditation.

One of the first things I asked myself when I was evaluating this opportunity last year was what and who is the [Council for Certification in Volunteer Administration](#) (CCVA)? The CCVA advances the profession and practice of volunteer resource management by certifying individuals who demonstrate knowledge and competence in the leadership of volunteers.

CVA is an international credential awarded to candidates with at least 3 years of experience who successfully complete an exam and present a written portfolio. Wanting to move the profession forward with a certification partnership CAVR chose the [Council for Certification of Volunteer Administrators \(CCVA\)](#). For me this was and is an incredible opportunity to earn an internationally recognized professional designation in Volunteer Administration convenient and economical way.

Why did I choose CVA Certification?

Credible: The world is far more likely to take my credential seriously with certification. Having an international credential like the CVA after my name will show that I have at least a minimum level of competency in the volunteer management field.

Flexible and affordable: With no travelling or classes to attend, I learn when it is convenient for me. Better still, as a CAVR member I receive a substantial discount on registration.

Accessible: With my busy schedule, the online exam definitely fit

OUR VISION

*To unite
Administrators
of
Volunteer Resources
in a professional
association
that
promotes
best practice,
supports education,
facilitates
networking
and
advocates for the
profession.*

into my schedule, because when I signed up I really did not know where I would be when it came time to write the exam.

Supportive: The virtual support offered through webinars, study and support networks, the mock exam, the sample portfolio, mentoring, and the optional conference call is a benefit to me in networking with other volunteer managers. So far through this process I have made some great connections and friendships.

How did I know I was ready for this journey of Credentialing?

Having been a volunteer with a national youth organization for 20 years and a staff volunteer manager for the last five years, I definitely met the requirements of a minimum of 3 years of experience and, at least 30% of my current position related to volunteer resource management.

The benefit of a self-directed, independent process (recall there are no required classes) and my willingness and commitment to prepare for the exam and preparing the three part portfolio, made me ready to embark on the "credential" journey that would last a total of one year.

What did I have to do for the credentialing process?

Registering was the first step. This year's registration opened October 1, 2013 and continues to March 1, 2014. The saying "the early bird catches the worm" is valid here as there is an early bird fee and additional discounts for members of CAVR. Obtaining two letters of professional recommendations from supervisors or colleagues, took time as well, so I'm glad I started the process early.

As this is not a memorization of materials, the process consists of a two part measurement of knowledge and skills for competent volunteer management and its core competencies - ethics, organizational management, human resource management, accountability, leadership and advocacy.

The two parts in this process are: 1) a two-hour proctored, 80-question multiple choice exam online on the 4th Wednesday in May 2) a professional portfolio submitted by the end of the calendar year that consists of a philosophy statement (100-250 words); an ethics case study (100-250 Words); and a management narrative (1500-1750 words) that describes and analyzes a project focused on the core competencies.

What Would the CVA Do for Me?

Besides being able to use the CVA designation after my name, I will receive a Certificate from CCVA, a media release and an announcement letter that can become part of my portfolio. Being on the registry for the CVA and CAVR websites may bring opportunities of collaboration, networking or career advancements my way. For example, who would have thought I would be writing this article. While studying for the exam, I identified areas of skills that I would like to strengthen, and my personal values and professional ethics became a part of my everyday decisions, just not something that I pulled out when I needed to.

Although time-consuming, the CVA journey so far has been self-gratifying in both my personal and professional credibility; has helped me model the practice of high-quality volunteer management; and allows me to demonstrate the transferability of my skills, knowledge and abilities.

How can it benefit others I work with?

Having to renew the CVA designation every 5 years will ensure I continue to learn, grow professionally and improve my leadership, thereby benefitting those around me. Commitment to the designation will improve credibility, increase understanding of volunteer resource management among my co-workers, and provides me with a vehicle for updating best practices. If this interests you, or to find more information about the designation, contact the CCVA at <http://www.cvacert.org/> or contact the chair at <mailto:certification@cavrcanada.org> or visit <http://www.cavrcanada.org>

Submitted by:
Ruth Millard, 2012-13 CVA Candidate

International Volunteer Day December 5



International Volunteer Day is a global celebration of volunteers. It takes place every year on December 5 to shine a light on the impact of volunteer efforts everywhere.

Volunteers are leading social change around the world. This special day promotes the work of volunteers at all levels, including local, national and international.

United Nations Volunteers founded International Volunteer Day in 1985.

For more information, please visit the [United Nations Volunteers website](#).



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**GO
CRAZY
AND
CELEBRATE
INTERNATIONAL
VOLUNTEER
MANAGERS DAY**



volunteermanagersday.org

Crown designed by Olivier Guin from The Noun Project