



VMPC Lead Volunteer Position Description

Position: Advocacy Lead, Volunteerism

Position Summary: The Volunteerism Lead is responsible for supporting and promoting VMPC's member Volunteerism efforts - helping volunteer managers advocate for volunteers and volunteering - to elevate and advance volunteerism locally. The Lead attends occasional Advocacy Team Meetings. The Lead may appoint Volunteerism volunteers to assist in reaching the objectives of the position. This is a non-governance, operations volunteer position.

Term of Office: One (1) year term

Responsibilities:

- Attend Advocacy Team Meetings
- Establish goals and objectives with actionable volunteering advocacy in accordance with the strategic plan
- Recruit volunteers for Advocacy in Volunteerism work as per approved Terms of Reference
- Develop the promotion, preparation and administration of National Volunteer Week Efforts
- Support the promotion, celebration and administration of International Volunteer Managers Day (Nov. 5th)
- Ensure the promotion of Volunteerism when and where applicable, populating Volunteerism Advocacy page with articles and resources.
- Support VMPC Self Advocacy Tool projects
- Update and maintain related web-info and e-formats regarding Volunteerism
- Contribute and/or curate articles for the *Exchange* and Website
- Submit a brief annual report to the Chair, Advocacy using VMPC guidelines
- Transfer responsibility and all pertinent documents at the end of term of office

Skills, Abilities & Requirements:

- An active member of the Association in good standing
- Have a CVA designation in current standing (preferred)
- Excellent communication and organizational skills
- Experience leading projects and establishing work plans
- Ability to be self-motivated and work with minimum supervision
- Effective time management skills

Benefits:



Volunteer Management
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- Satisfaction of making a difference in the community
- Opportunity to work with individuals of diverse backgrounds in the volunteer sector across Canada

Time Commitment: attendance at meetings, various committee involvement.
Approximately 4-5 hours monthly.

Revised: April 2022

I have read the above volunteer role position and adhere to carrying out the responsibilities and functions of this role.

Name: _____

Date: _____