VMPC Lead Volunteer Position Description

Position: Advocacy Lead, Self Advocacy

Position Summary: The Self Advocacy Lead is responsible for supporting and promoting VMPC's member self advocacy efforts. The Lead attends occasional Advocacy Team Meetings. The Lead may appoint self advocacy 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 self advocacy projects in accordance with the strategic plan
- Recruit volunteers for self advocacy work as per approved Terms of Reference
- Support the promotion, preparation and administration of the Impact Awards
- Support with the promotion, celebration and administration of International Volunteer Managers Day (Nov. 5th)
- Ensure the promotion of Professional Standards when and where applicable
- Build and develop VMPC Self-Advocacy Tools projects
- Update and maintain related web-info and e-formats regarding self advocacy
- 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:

- 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: _____