



VMPC Board of Directors Position Description

Position: Chair, Advocacy and Professional Standards

Position Summary: The Chair, Advocacy and Professional Standards oversees all activities and work that supports and promotes advocacy for the profession and its standards. The Chair may appoint committee members to assist in reaching the objectives of the position.

Term of Office: One (1) year term; no more than three (3) consecutive years

Responsibilities:

- Recruit, train, support and recognize Advocacy Committee volunteers and/or project leads
- Establish goals and objectives with the committee in accordance with the strategic plan
- Collaborate with organizations within the volunteer sector to ensure standards for the profession and sector are in place
- Maintain and promote the National Occupational Standards (NOS) and VMPC's professional code of ethics
- Maintain, promote and manage the National Impact Awards process from the nomination process to the celebration of award recipients
- Maintain and promote the Employment Resources section on the website
- Review and approve all incoming job postings for the website
- Collaborate and support other Board members regarding inquiries pertaining to advocacy and standards-related issues as necessary
- Review current information/links related to Advocacy and Standards on the website, and submit changes for posting and/or recommend new resources/links to be posted
- Attend all Board, General, and Strategic Planning Meetings
- Complete monthly board reports and track volunteer hours in the database
- Produce an annual report to the Secretary at the end of the fiscal year
- Complete a portfolio transition report before leaving the role
- Transfer responsibility and all pertinent documents at the end of term
- Carries other duties as assigned by the Board

Skills, Abilities & Requirements:

- An active member of VMPC in good standing
- Strong communication and interpersonal skills
- Ability to influence positive, proactive change and take initiative



- Experience leading committees and establishing work plans
- Ability to ignite and foster teamwork through a demonstrated passion for the profession
- A self-starter who is able to take initiative, set direction, and achieve deliverables
- Effective time management skills and a high level of personal accountability
- Ability to work collaboratively in a remote environment
- Experience using technology tools such as Zoom and GoogleWorkSpace
- Previous committee or volunteer experience with VMPC is an asset
- CVA Certified or working towards Certification is preferred
- Being bilingual (English/ French) is an asset

Benefits:

- Chance to make a positive impact on the volunteer management profession
- Opportunity to work with individuals of diverse backgrounds in the volunteer sector across Canada
- Increased understanding and knowledge of national board work and governance models
- Raise your professional profile through involvement with the VMPC board

Time Commitment: Approximately 10-12 hours monthly plus additional time for in-person meetings once a year.

Revised: April 2011, May 2012, April 2014, October 2016, April 2020, April 2021, February 2023, January 2026

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

Name: _____

Date: _____