

Board of Directors

Supervisor: Executive Director and Coordinator of Volunteer Engagement

Level: Board members are ranked as **Tier 3 volunteers**.

Objective: A Director is accountable to the membership for effective governance of the organization and advocacy for its mission, to the funders and donors for the financial responsibility of the agency, and to the community for the mission, vision, strategic direction and outcomes of the organization.

Time Commitment:

- Time commitment is approximately 10 to 15 hours per month.
- Board meetings are generally held on weekday evenings once per month. Times for committee meetings and other events vary.
- A Director is elected by the membership at the AGM for a two year term and may serve for a maximum of three terms (six years).

Responsibilities:

- Commitment to the vision and mission of AIDS Calgary
- A Director endeavors to be informed on the scope of organizational matters and participates critically, from a knowledge base, in Board deliberations and decisions in matters of policy, finance, programs, and advocacy.
- Approve, where appropriate, strategic directions, policy and other recommendations received from the Board, its standing and ad hoc committees, and the Executive Director.
- Monitor the Board's strategic plan and policies and review the bylaws.
- Participate in advocacy and development activities.
- Approve the yearly budget.
- Approve the hiring and release of the Executive Director.
- Support the Executive Director.
- Assist in developing and maintaining positive relations among the Board, committees, staff members, volunteers, funders, supporters and the community at large to enhance AIDS Calgary's mission.
- Board members are expected to regularly attend meetings of the Board, contribute to committee or project work on a regular basis, attend the AGM or other general meetings as called, be (or become) familiar with the features of a policy governance Board and take advantage of orientations and workshops.
- Support fundraising efforts, such as the AIDS Walk for Life, Holiday Hamper project, Friends for Life and other yearly donation programs.
- Respect AIDS Calgary Awareness Association's confidentiality policy and represent AIDS Calgary in a professional and respectful manner while working with the community.

Qualifications:

- Comfort talking about HIV/AIDS and sexuality in a wide range of settings and cultures.
- Open to working with a team of volunteers in a diverse setting.
- Must possess strong communication, leadership and advocacy skills.
- Previous experience with not for profit, other boards or committees, and/or HIV/AIDS is an advantage.
- A background in a medical or health profession, philanthropy, education, finance, marketing or in-kind services is an asset.

Training:

- One Core Training day, which includes the following workshops: Challenging Stereotypes, Safer Sex & HIV/AIDS and Living with HIV/AIDS.
- Board of Directors Orientation

Benefits:

- Participate in leadership roles, on the Executive committee or leading or chairing other work.
- Be an integral part of decision making for a leading non-profit agency in Calgary.
- Gain committee experience and the opportunity to network.
- Volunteer hours and participation will be tracked and can be provided by the Coordinator of Volunteer Engagement for various purposes required by the volunteer, such as references (after completing 30 hours of volunteering).
- Opportunity to develop public speaking skills.
- The volunteer will gain current information about HIV/AIDS.
- Invitations to volunteer appreciation events, special agency events or workshops, and community celebrations.
- Receive the AIDS Calgary newsletter and Volunteer newsletter.

Application Requirements:

- Volunteer application
- Submit a letter of interest
- Submit a CV
- Interview with the Coordinator of Volunteer Engagement and/or recruitment committee of the Board of Directors
- Police Background Check
- Two telephone reference checks will be completed
- Read and sign a Volunteer Contract and Oath of Confidentiality

Questions? Interested in being an AIDS Calgary Volunteer?

Contact us:

volunteer@aidscalgary.org

(403) 508-2500

Or download the application form from our website

<http://www.aidscalgary.org/getInvolved/volunteer.shtml>