

VACANT BOARD OF DIRECTOR POSITIONS 2019/2020

Vice Chair – Position Open

- Substitute for the Chair when they are not available
- Support the Chair in implementing the development of the board and its decisions
- Shadowing the Chair so they can step into the role of Chair at the end of their term

Secretary – Open Position

- take minutes of the meetings and email them in a timely fashion.
- deal with notices, organizational by-laws, documents and records.
- advise the board of their responsibilities.
- ensure that our documents meet the minimum standards and all our legal and governance obligations.
- answer the phone and emails and forward messages to the board member that will deal with them

Foundation/Grant Funding – Open Position

- applying for and following up with applications for grants and funding from foundations

Operations and Strategy – Open Position

- strategy & Strategic Planning, assist on operating plan, performance management framework
- oversight for the accounting
- reviewing the yearly budgets sent in from Chapters to ensure they are meeting with the goals/strategies of the organization

Advocacy – Open Position

- lead the identification and execution of advocacy initiatives supporting strategic plan objectives
- ensuring that all our members are directed to the support need for each individual child

Events/Fundraising Development – Open Position

- lead and organize fundraising strategy, efforts, and record keeping (all board members must take part in fundraising activities)
- oversee all the committees on the different events to ensure that they are meeting all the proper deadlines