



The Edmonton Neighbourhood Watch Program Society

DIRECTOR OF VOLUNTEERS Position Description

POSITION SUMMARY

The **Board Member** is primarily responsible to provide support to all members of the Board in connection to their roles as Directors.

Position Type

- Volunteer Position for not-for-profit organization
- 2-Year Term

Reporting Structure

The Board Member is accountable to the Board of Directors under its directions.

Authority

Board Members work both individually and collectively in managing The Edmonton Neighbourhood Watch Program Society's affairs through the Business Plan and Strategy Plan in conjunction with its policy and budget. The Board Member acts on the Board's behalf in accordance only with Board's motions and policy guidelines and only as requested and in accordance with Board's resolutions with respect to representation of the organization. The Board is committed to excellence in governance and strategic processes, and to undertaking the unique role of a Board of Directors in a community-based not-for-profit organization. The Board structure therefore reflects the society's accountability to the community-at-large by demonstrating the society is a good stewardship.

As a heterogeneous board one composed of individuals with a variety of skills, perspectives, backgrounds and resources — promotes creativity and innovation, and yields differing voices that can play an important role in accomplishing the society's mission and vision, and increasing understanding of stakeholder and community needs. In building a strong and respected organization that is relevant to the sector, it is imperative that a knowledgeable, engaged and inspired Board of Directors be in place to effectively lead the organization.

Mission and Vision

The Vision of the Society is "Safer Communities by Working Together in Crime Prevention"

The Mission is to build safer communities through the provision of crime prevention information and the support of neighbourhood level programs that encourage awareness, education, inclusion and participation. Striving for a world where everyone feels safe in their communities.

Qualifications and Experience Requirements

- Post-secondary education in social sciences, human resources, community development, or adult education is an asset. Other life experiences will be considered.
- Certificate in Volunteer Management, a fundraising designation or event planning certificate is an asset
- Superior time management experience
- Strong communication skills required (verbal and written) and integration skills; demonstrating excellence in interpersonal skills dealing with members, internal and external partners
- Certification from the Canadian Administrators of Volunteer Resources or the equivalent provincial association is an asset but not required
- Knowledge of current trends, resources and information related to volunteerism, fundraising, and social media
- Knowledge of the management of volunteer resources
- Strong organizational skills, communication skills, time management and ability to meet deadlines
- A member in Good Standing
- Must pass a Special Enhanced Police Information Check

Primary Duties and Responsibilities

- The Volunteer Director reviews the functions for Volunteers and develop fundraising activities and events
- Plan, develop, and implement goals and objectives for the volunteer program/service which reflect the mission of the organization
- Develop, administer, and review policies and procedures which guide the volunteer programs and services, and reflect the overall values of the organization
- Identify volunteer assignments that provide meaningful work for volunteers and write the volunteer position descriptions in consultation with staff as appropriate
- Engage and promote the volunteer program to gain community support of the volunteer program and the organization
- Develop and implement effective strategies to recruit and retain the right volunteers with the right skills
- Develop and implement an intake and interview protocol for potential volunteers to ensure the best match between the skills, qualification, and interests of the volunteers and the needs of the organization
- Establish and implement a process for evaluating the contribution of individual volunteers
- Plan and implement formal and informal volunteer recognition activities to recognize the contribution of volunteers to the organization
- Oversight of webpage: upload content, keep all programming up to date to maintain a consistent message of the social media platforms
- Manages volunteer resources to assist in the delivery of the organization's programs, fundraising events and social engagements opportunities. This includes assist in directly recruiting, training, managing and retaining volunteers, and/or providing guidance, support, resources and tools necessary to assist volunteers.
- Establish and develop a reporting structure for the programs for volunteers.
- Knowledgeable of media relations, social media including websites updates

General Responsibilities as Board Members

- Be loyal to ENW, always exercising Board powers in the interest of ENW, and not for the interest of the individual Director or others
- Serves on an Executive Committee as assigned based on skill
- Provide candid, open and honest feedback and evaluation when appropriate
- Attend and participate in Board Meetings monthly
- Attend Annual General Meeting annually
- Keep Board informed (on a timely basis) of significant issues that need attention and approval
- Provide guidance and advice to Board on process issues such as establishing and interpreting terms of reference, decision-making and accountability
- General responsibilities and authority include the interpretation of the Bylaws, responsibility for the trusteeship of the wellbeing of the Society
- Able to show leadership and involve in decision making
- Responsibility in assisting with policy development, and ensuring the efficient and sustainable operation of the Society.
- Keep up to date with issues and trends that affect the organization
- Prepare actively for meetings by reading agendas, minutes, reports and other documentation required
- Contribute skills and knowledge by participating actively in meetings and committee work
- Understand and monitor the organization's financial affairs
- Avoid any potential conflicts of interest
- Understand and maintain confidentiality
- Ensure the organization is complying with all legal and regulatory requirements
- Be informed and understand about ENW's Mission and Vision, Strategic and Operating plans, policies, and programs.
- Ensure legal and ethical integrity, and maintain accountability and transparency to members, funders, donors, other constituents and the general public
- To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Edmonton Neighbourhood Watch Program Society ("ENW") so as to support the organization's mission and needs
- All Board Members are responsible for the finances of ENW.
- Acts in good faith and to undertake due diligence in decision making.
- Participate in developing and approving the annual budget.
- Must attending the ENW Training
- Increase the economic vitality and image of the organization for the community served.

- Must participate in annual ENW Strategic Planning and Business Plan sessions.
- All Board Members shares the responsibility of financial oversight and accountability.
- Foster the development of a common vision providing a clear direction and priorities and clarifying roles and responsibilities. Articulates a clear and compelling image of what the organization need to exceed with its goals.

Establish, maintain and advance community relations

- Able to attend events on behalf of ENW representing the organization within the community
- Undertake activities within the Community that enhance the visibility of the organization
- Be alert to community concerns that can be addressed by ENW mission, objectives and programs
- Avoid involvement in all political campaigns in the name of ENW to personal benefits, unless directed by the Board to question or present an advocacy issue on behalf of the organization to a potential candidate
- Enhancement of the organization’s image
- Successfully carrying out the prime functions of the position description
- Development of strong working relationships with partners, stakeholders, community members, ambassador representatives and volunteers, government representatives, organizations and funding agencies

Terms

- Directors are elected for a two-year term. Option to extend upon direction of the Terms of Reference/Bylaws of the Board of Directors and based on performance and ratified at the Annual General Meeting of the Members

APPLICATION PROCESS:

Interested applicants must send a Cover Letter and Resume at enwsecretary@enwatch.ca **Deadline June 4, 2021**

We thank all applicants, however only candidates under consideration will be contacted for an interview

Website: enwatch.ca