

Volunteer with the Board of Directors

The Board of Directors is a volunteer run body that meets once a month to govern the CCA Edmonton Chapter. Board members hold their position for 2 years in order to facilitate rotation within the organization. We are currently looking for volunteers to fill the following positions beginning January 1, 2020. Nominations are needed prior to our AGM which will take place on Thursday, November 7, 2019 at 7pm at the Oilers Mezzanine at the Jerry Forbes Centre.

Director at Large: Time commitment is approximately 2 hours per month to as many hours as you like! As a Director at Large you are responsible for the general governance of the chapter. In addition, you are free to take on any responsibilities or projects that you would like ... You can help with recruitment, promoting the chapter ... The possibilities are *endless!*

President: Time commitment is variable. The President is responsible for overseeing the affairs of the Board/Chapter and chairing the meetings of the Society and the Board. The President is required to have filled a previous position on the board.

Secretary: Time commitment is about 3-4 hours per month. The secretary:

- produces and distributes agenda based on inputs from Board members
- attends monthly board meetings of the Chapter (typically on the 3rd Tuesday evening of every month except for July and December)
- keeps accurate minutes of these meetings and circulates these to the Board in a reasonable time prior to the next meeting
- maintains general correspondence and related file information
- carries out other duties as assigned by the Board

Other CCA Volunteer Opportunities:

Casino Chair: Time commitment is 1 hour per month with more time required closer to scheduled casino date. The Casino Chair:

- is the main contact person for the AGLC, fills out necessary paperwork and handles the logistics of the casino including volunteer scheduling.
- our next casino is scheduled for the fall of 2019.
- for training, the former chairman is willing to advise the person who steps into this position.

Volunteer Coordinator: is a new position requiring 2-3 hours per month. The Volunteer Coordinator:

- updates and posts volunteer position descriptions and volunteer recruitment procedures adhering to acceptable industry practices and standards
- actively recruits volunteers for various positions within the chapter
- reviews volunteer applications, interviews volunteers and places qualified volunteers for different positions within the chapter
- previous volunteer and leadership experience required

- Experience or training as a volunteer coordinator would be beneficial but not essential

Computer Support and Networking Volunteer: Time commitment is approx. 3 hours/month.

- Provides support to the office and volunteers for our computers and networking.
- A good understanding of windows is essential and a background in networking is also required.

Website and WordPress Update Volunteer: Time commitment is approx. 3 hours/month.

- Involves managing our website and the ideal candidate would have experience with web development and WordPress.
- Experience with HTML/CSS would also be helpful.
- This position will require regular updates to content.

Why volunteer?

Gain leadership abilities.

Add volunteering and leadership experience to your resume.

Work with a great team of experienced board members who will help you as you transition into your new role!

Want to join the Board of Directors?

Contact Don at Don@celiacedmonton.ca or Brian at President@celiacedmonton.ca