



Join Our Team!

VOLUNTEER ROLE	BOARD MEMBER (General)
REPORTS TO	President, Board & Members of the LDAA

Volunteer Responsibilities

- **All LDAA Board Members play and active role in the non-profit**
- **Coordination of “Light-Up for Lyme” campaign around Alberta.** *Continuing previous venues & addition of new venues. This will be coordinated with the Media & Marketing Board Member specifically as well as other general board members under direction of President. (Previous year’s planning provided.)*
- Contribute & maintain the professional representation of the organization
- Finding new, innovative, and creative ways to distribute LDAA’s message effectively while showing consideration to budget
- Ensure consistent & professional representation of the non-profit, following policies & procedures
- Attendance at 4 Board Meetings per year (choice of WebEx or in person) & 1 AGM (in person), and other special meetings as determined; active participation in meeting
- Active participation & planning for the future of the non-profit
- Volunteer alongside Board in planning fundraiser/s & attendance at fundraiser/s
- Volunteer at awareness events & attendance of at least two per year
- Investigate, plan & implement opportunities for Lyme Awareness activities around Alberta
- **Special committees, projects & other planning and volunteer work as required**
- **May be asked to assist with email inquiries** from general public & support-type questions
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Time Commitment: Meetings (avg. 10 hrs./yr.)
 Planning independently or in committee (min. 5 hrs.; will vary)
 Volunteering at events (min. 6 hrs./yr.)
 Email inquiries – (1 – 2 hrs./ mos.)

Qualifications

- ✓ High professional standards
- ✓ Outstanding communication skills (both oral and written)
- ✓ Can stay within budget expectations & reconcile records with treasurer in timely fashion
- ✓ Excellent organizational & time management skills
- ✓ Team player & ability to self-direct
- ✓ Self-motivated
- ✓ Strong interpersonal skills and able to work with a diverse range of people
- ✓ Ability to volunteer time regularly & flexible during peak times (events, presentations, May awareness month)
- ✓ Passion for the cause & genuine concern for those affected by Lyme disease
- ✓ Computer skills; Microsoft word proficiency
- ✓ Able to meet expectations set above in ‘Volunteer Responsibilities’ such as meeting commitments

Assets: Previous Board experience; Applicant can use various software to develop professional quality graphic design items such as charts, graphs, awareness materials, Policy development, Fundraising

All applications undergo review with the Nominating Committee.

This is a volunteer role. Please submit your interest and/or questions (with resume/CV if available) to President of the LYME DISEASE ASSOCIATION OF ALBERTA, Susan McInnis at info@AlbertaLyme.org

Only qualified applicants will be contacted. Thank you for your interest!

Approved by:	<i>Board of the LDAA</i>
Date approved:	<i>November 28, 2015</i>
Reviewed:	<i>Updated December 1, 2016</i>