



Join Our Team!

VOLUNTEER ROLE	BOARD MEMBER, PRESIDENT OF THE LDAA
REPORTS TO	Board & Members of the LDAA

Volunteer Responsibilities

- All LDAA Board Members play an active role in the non-profit
- **Leader & Spokesperson of the Lyme Disease Association of Alberta (LDAA)**
- **Oversee direction & objectives of the association**
- **Follow work of board members**
- **Embody Mission, Vision & Values of the organization & review as needed**
- **Member of all Committees & Teams**
- **Manage, deliver & receive reports from all Board**
- **Embrace all Board Members & Volunteers; ensure open communication**
- **Meeting Chair** (or appoint Meeting Chair)
- **Maintain coordination and vision of all activities**
- **Fundraising initiatives**
- **Ensure organization of programs throughout the year while expanding audience**
- **Volunteer recruitment**
- Contribute & maintain the professional representation of the non-profit and confidential matters
- Volunteer your time & be part of a team that is making a difference in Alberta; fundraising, awareness projects; support
- Vital part of **organizational leadership & advisor** to all Board & Members
- Be informed & passionate about change for Lyme disease
- Volunteer alongside Board & other volunteers in planning fundraiser/s (plus attendance)
- Attend a minimum of two events (awareness or other programs) per year (in addition to fundraiser, if applicable)
- Ability to participate with ideas & planning for future LDAA goals
- **Assist VP with his/her yearly review/revision of LDAA's Policy & Procedures** to ensure the strength of our growing organization. Must follow these procedures also.
- **Project Management** – keeping board up to date on who is doing what/when/how/why, guiding progress, maintaining timelines
- **LDAA Spokesperson** - Occasional media conversations/interviews (print and/or TV/radio/internet). Working with Media & Marketing Board Member to facilitate personal stories and media-related events
- **Email inquiries** from Members and general public (informational, support, etc. in conjunction with Vice-President, Secretary/Co-Secretary)
- Consistent promotion of the organization and the importance of the cause
- Carry out special assignments as requested by board
- Lead effective meetings and committees as assigned
- Attend four Board Meetings per year (choice of WebEx or in person) plus AGM (in person), and other special meetings as determined

Time Commitment: Meetings (avg. 10 hrs./yr.)
 Planning independently or in committee (min. 10 hrs.)
 Strategic Planning (min. 4 hrs)

Volunteering at events (min. 10 hrs./yr.)
Email inquiries, activities of the organization - (8 hrs./mos.; varied)
Other activities as they arise (time associated TBD)
2 year term

Volunteer Qualifications

- ✓ Has accumulated 40 hours of volunteer experience with the LDAA. Applicants must have an exceptional knowledge of the activities, background & objectives of the LDAA.
- ✓ Presidential applicant must have current placement on the LDAA Board or on another non-profit board
- ✓ Embody the Mission, Vision, and Values of the Lyme Disease Association of Alberta
- ✓ Passion for the cause & genuine concern for those affected by Lyme disease
- ✓ Proven meeting management skills
- ✓ Demonstrated leadership
- ✓ Excellent organizational skills
- ✓ Impeccable communication (oral & written)
- ✓ Confidentiality
- ✓ Team player but can be self-directed
- ✓ Commitment to volunteer as President minimum (and more) stated hours each month, higher during peak times (fundraisers, awareness events/programs,)
- ✓ Microsoft Office (Intermediate to Advanced Word & Excel)
- ✓ Can attend 4 regular meetings per year PLUS any special meetings (if necessary) PLUS 1 AGM. & meet other meeting & volunteer expectations as identified above in 'Volunteer Responsibilities' & 'Time Commitments.'

Assets: Previous Board experience; Prior meeting chair experience; Non-profit management or other associated training marketing and/or fundraising; Strategic planning knowledge; Additional computer skills such as proficiency in PowerPoint and/or graphic design; interest or experience speaking to large groups/companies a huge asset for this position; project management skills; social work/psychology or other related background; policy writing experience; media experience

All applications undergo a review with the Nominating Committee.

This is a volunteer role.

Please submit your interest and/or questions (with resume) 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>LDAA Board</i>
Date approved:	<i>November 28 ,2015</i>
Reviewed:	<i>Updated December 1, 2016</i>