



Position Description:

Past President

Purpose:

The role of the Past President is to ensure continuity during governance transitions and organizational change, to help ensure the appropriate succession of Officers and Directors, to support the President in his/her role, and to provide continuity to the organization by providing historical context for issues.

Responsibilities:

1. Under the direction of the President of the Board of Directors, the Past President's responsibilities include:
2. Along with the Director, Volunteer Engagement, assisting with an equitable nomination process, ensuring the needs of the Board are met to the best of ability and to present a slate of candidates to the membership at the Annual General Meeting.
3. Celebrating International Volunteer Manager's Day
4. Regular reviewing and developing of governance policies as needed.
5. Routinely review and revise Bylaws, presenting any necessary changes to the membership with due notice; provide interpretation of Bylaws and parliamentary procedures during Board meetings.
6. Participating actively in Board meetings, and/or any special meetings called by Board members or members at large
7. Supporting the President in his/her position through mentoring, coaching, advising and analysis of Board development and procedures
8. To continue to advocate for the profession and for the association wherever and whenever possible.
9. Providing a historical context for decision-making and revising planning, objectives, etc.
10. Complete/respond to any responsibilities associated with being a Board member (attending, preparing for, and participating in meetings/conference/AGM/retreat; financial accountability and management of portfolio budget; reports; updating website information; policies; promoting
11. PAVR-O; recruiting potential Board/Committee members; etc.)

Experience/Skills Required:

- A minimum of one year experience in a Board position
- Strong belief in PAVR-O's mission, vision and values; able to articulate them
- Demonstrated excellent leadership skills, including previous experience as Chair of a committee or Board
- Complete understanding of the roles and responsibilities of not-for-profit Boards



- Good organizational and time management skills
- A demonstrated commitment and experience in supporting best practice in the engagement of volunteers.
- Excellent interpersonal and organizational skills as well as excellent communication skills (written and oral) including public speaking
- Flexibility and patience

Terms:

The Past President shall attend Board, Executive and Special meetings of PAVR-O for one year. In the event that the President is unable to assume the role of Past President, his/her predecessor may be asked to continue in this position (according to PAVR-O Bylaws)

Must be prepared to attend all Board meetings, trainings, conferences, retreats as well as any appropriate committee or outside meetings; may need to travel on occasion

Code of Conduct

All Board members must agree to the following:

- I will perform my duties responsibly and impartially to the standards set out by PAVR-O in a manner that would bear public scrutiny.
- I agree to declare any real, apparent or perceived conflict of interest in matters which may result in financial gain or personal benefit.
- I further agree to maintain the confidentiality of any proprietary or privileged information to which I have access, both during and after my term on the Board of Directors. This information may include contracts, financial information, membership lists, staffing or personnel documentation and/or discussions about PAVR-O business.

Benefits:

- Opportunity to gain a keen understanding of current happenings in the profession and broader voluntary sector.
- Opportunity to network and work closely with leaders in volunteer management from across the province
- Opportunity to have broad input and impact on behalf of PAVRO and the profession.
- Opportunity to help “grow the profession”
- Opportunity to meet and network with workshop presenters and other organizers
- Opportunity to gain experience in planning and implementing special events
- Opportunity to develop leadership skills



- Opportunity to help find/develop real solutions
- An opportunity to develop/enhance leadership experience and be part of a team dedicated to excellence and best practice in the engagement of volunteers.
- Reimbursement for travel expenses and long-distance phone charges (as per existing policies).