

Society Role Descriptions

Board Chair

Responsibility to the Society: Remove barriers for the ADHD community so that they may equitably access services and resources in BC and beyond. We do this by advocating at all government levels for better support and services, creating and sharing resources and learning opportunities as well as engaging and informing the ADHD community and beyond.

The Chair continually works to ensure not-for-profit capacity and leadership and ensures that the future direction and programs are in alignment with the current Vision and Mission of the Society.

Position: Chair

Responsible to: Board of Directors

Responsibilities:

- Provides leadership to the Board.
- Liaises with Co-Chair.
- Collaborates with the Board to create a yearly strategic plan.
- Actively builds relationships with members of the board and committee directors.
- May represent ADHD Advocacy Society of BC at external events.
- Promotes the Society in the community.
- Ensures there is a process of evaluation for Board members and the board as a whole. As well as for the Executive Directors and/or the Executive Directors Network as a whole.
- May attend outside organization meetings as a representative of ADHD Advocacy Society of BC
- Commitment to lifelong learning.
- Knowledge of ADHD Advocacy Society of BC

Skills:

- Visionary
- Planning Ability
- Strong Communicator
- Ability to create and hold space so that all on the board are heard.
- Strong facilitator
- Knowledge of Board Governance
- Networking Ability
- Understands Evaluation
- Ability to Conduct a Meeting
- Ability to Analyze and Take Risks
- Current knowledge of ADHD is an asset

Time Commitment: 3 hours approx. per month

Evaluation: Self and by the Board, annually.

Society Role Descriptions

Board Co-Chair

Responsibility to the Society: Remove barriers for the ADHD community so that they may equitably access services and resources in BC and beyond. We do this by advocating at all government levels for better support and services, creating and sharing resources and learning opportunities as well as engaging and informing the ADHD community and beyond.

Working with the Chair, the Board Co-Chair continuously works to ensure not-for-profit capacity and leadership and ensures that the future direction and programs are in alignment with the current Vision and Mission of the Society.

Position: Co-Chair

Responsible to: Chair & Board of Directors

Responsibilities:

- Chairs board meetings in the absence of the Chair
- Meets regularly with the Chair to discuss work of the Board, so that they are informed of what is happening.
- Along with ED recruits new members of the Board
- Promotes the Society in the community
- May attend outside organization meetings as a representative of ADHD Advocacy Society of BC
- Knowledge of ADHD Advocacy Society of BC
- Commitment to lifelong learning.
- Collaborates with the board to create the yearly strategic plan

Skills:

- Visionary
- Planning Ability
- Strong Communicator
- Good Facilitator
- Knowledge of Board Governance
- Networking Ability
- Connected in Community
- Understands Evaluation
- Ability to Conduct a Meeting
- Ability to Analyze and Take Risks
- Current knowledge of ADHD is an asset

Time Commitment: 3 hours approx. per month

Evaluation: Self and by the Board, annually.

Society Role Descriptions

Board Treasurer

Responsibility to the Society: Remove barriers for the ADHD community so that they may equitably access services and resources in BC and beyond. We do this by advocating at all government levels for better support and services, creating and sharing resources and learning opportunities as well as engaging and informing the ADHD community and beyond.

The Treasurer oversees financial accountability of the Society to guarantee fiscal responsibility to ensure continued delivery of our mission.

Position: Treasurer

Responsible to: Chair & Board of Directors

Responsibilities:

- Gives monthly reports to the Board on the financial state of the organization
- Acts as one of 3 appointed signing officers of the Board
- Ensures current and acceptable financial practices are in place in the organization
- Meets annually with the accountant to finalize the financial statements of the organization
- Speaks for the budget in partnership with the Executive Director
- May attend outside organization meetings as a representative of ADHD Advocacy Society of BC
- Collaborates with the board to create the yearly strategic plan
- Promotes the Society in the community

Skills:

- Current knowledge of accounting practices is an asset
- Knowledge of reading financial statements
- Financial planning ability
- Strong Communicator
- Knowledge of the Society
- Knowledge of Board Governance
- Connected in Community
- Ability to Analyze and Take Risks
- Current knowledge of ADHD is an asset

Time Commitment: 3-6 hours approx. per month

Evaluation: Self and by the Board, annually.

Society Role Descriptions

Board Secretary

Responsibility to the Society: Remove barriers for the ADHD community so that they may equitably access services and resources in BC and beyond. We do this by advocating at all government levels for better support and services, creating and sharing resources and learning opportunities as well as engaging and informing the ADHD community and beyond.

The Secretary keeps records of the decisions of the Board to ensure transparency and accountability. Enables ongoing mission clarity and delivery by keeping an accurate history of past actions to ensure the Society is following the strategic plan.

Position: Secretary

Responsible to: Chair & Board of Directors

Responsibilities:

- Keeps copies of the Society's bylaws and policy statements
- Keeps record of Board attendance at meetings on the organizations drive.
- Records minutes of board and annual general meetings
- Helps create and distribute annual general meetings packages.
- Ensures copies of minutes of both Board, annual general and committee meetings are kept.
- Promptly distribute minutes of board meetings to all board members.
- May attend outside organization meetings as a representative of ADHD Advocacy Society of BC
- Collaborates with the board to create the yearly strategic plan
- Promotes the Society in the community

Skills:

- Organizational ability
- knowledge of minute taking
- knowledge of producing official documents
- knowledge of working in a word processor such as google docs
- Visionary
- Planning Ability
- Strong Communicator
- Knowledge of the Society
- Knowledge of Board Governance
- Connected in Community
- Ability to Analyze and Take Risks
- Current knowledge of ADHD is an asset

Time Commitment: 3-6 hours approx. per month

Evaluation: Self and by the Board, annually

Society Role Descriptions

Board Member/Director at Large

Responsibility to the Society: Remove barriers for the ADHD community so that they may equitably access services and resources in BC and beyond. We do this by advocating at all government levels for better support and services, creating and sharing resources and learning opportunities as well as engaging and informing the ADHD community and beyond.

Members of the board continually inspire others to contribute their talent to the Society. They also are leaders in capacity building in the community.

Position: Board Member/Director at Large

Responsible to: Chair & Board of Directors

Responsibilities:

- Commit to the mission and work of the Society
- Attend monthly board meetings.
- Promotes the Society in the community.
- May attend outside organization meetings as a representative of ADHD Advocacy Society of BC
- Collaborates with the board to create the yearly strategic plan

Skills:

- Ability to work as part of a team
- Visionary
- Planning Ability
- Strong Communicator
- Knowledge of the Society
- Knowledge of Board Governance
- Connected in Community
- Ability to Analyze and Take Risks
- Current knowledge of ADHD is an asset

Time Commitment: 3-6 hours approx. per month

Evaluation: Self and by the Board, annually.

Society Role Descriptions

Executive Director

Responsibility to the Society: Remove barriers for the ADHD community so that they may equitably access services and resources in BC and beyond. We do this by advocating at all government levels for better support and services, creating and sharing resources and learning opportunities as well as engaging and informing the ADHD community and beyond.

An Executive Director will lead, motivate and collaborate with staff and volunteers of the society to execute the strategic plan. An Executive Director works closely with the board of directors to guide the operations of the society towards its vision and mission.

Position: Executive Director

Responsible to: Chair & Board of Directors

Responsibilities:

- Directs the day-to-day operations of the Society
- Participate with the Board of Directors in developing the strategic plan
- Develop and ensure that the programs and services offered by the Society contribute to the Society's mission and reflect the priorities of the strategic plan
- Accountable for the recruitment, management and ongoing development of salaried employees and volunteers, unless otherwise specified by the Board.
- Ensures that the Society operates within budget guidelines.
- Promotes and represents the Society in the community and may act as a primary spokesperson for the Society
- Informs the board of any risks or significant changes to the Society and advises on trends and issues – internal & external.
- Understands board accountability and can collaborate effectively and diplomatically with the board
- Builds strong working relationships with others - internal and external to the Society.
- Keep current with news, research, initiatives, etc that pertains to ADHD in Canada and globally.

Skills:

- Think strategically and able to build consensus around a vision
- Ability to execute strategies and realize organizational goals
- Strong delegation skills and coach, and mentor staff and volunteers
- knowledgeable about fundraising
- Politically aware
- Ability to network and build strong partnerships
- Has an aptitude for public speaking

Time Commitment: 40+ hours approx. per month

Evaluation: Self, employees, sometimes by volunteers and by the Board, annually.

Society Role Descriptions

Volunteer

Responsibility to the Society: To assist with removing barriers for the ADHD community so that they may equitably access services and resources in BC and beyond. We do this by advocating at all government levels for better support and services, creating and sharing resources and learning opportunities as well as engaging and informing the ADHD community and beyond.

Role Description: Volunteers continually inspire others to contribute their talent to the Society. Volunteers will execute tasks laid out by a particular committee, executive director or Board Member.

Position: Volunteer Member

Responsible to: Executive Director, and/or Volunteer Manager, and/or the Chair & Board of Directors

Responsibilities:

- To be determined as it will be specific to the project, committee or role the Volunteer takes.

Skills:

- strong ability to initiate tasks.
- Willingness to work with a diversity of humans.
- Understanding of the volunteer sector and skills-based volunteerism.
- Ability to ensure task delivery.
- An interest in and commitment to the betterment of the ADHD community.
- Ability to work in a team environment and/or Ability to work independently.
- Ability to communicate in various and diverse ways.
- Not required but would be an asset to have knowledge of ASL, AAC Devices, S2C (Spelling 2 communicate).

Benefits and Recognition:

What you can potentially gain:

- Make connections with new people from across the ADHD community and beyond, learning about the volunteer and nonprofit sector.
- Learn about how different levels of government work.
- Experience to add to resume.
- A Letter of recommendation for future work or volunteer opportunities
- Opportunities for deeper learning.
- Invitations to networking events.
- You will have an opportunity to make a positive impact in your community.
- Have an opportunity to be nominated to the Board.

Time Commitment: 1- however many hours you would like to serve.

Evaluation: Self and by the Volunteer Manager, ED and/or the Board, annually.