



## PAST PRESIDENT

### **Purpose:**

- Provide Executive with support and historical perspective

### **Term:**

- Complete 1-year term, from July – June annually

### **Accountability/Report:**

- To membership through the President
- Candidates who have been TAVA members for less than one year must provide a minimum of two letters of reference (professional or character)

### **Time Commitment/Responsibilities:**

- **Time Commitment:**
  - Attend TAVA Workshops each month (approximately 4 hours per month)
  - Attend TAVA Executive meetings each month (approximately 2 hours per month)
  - Role support (4 hours monthly, some flexibility required depending on ongoing TAVA projects)
- **Responsibilities:**
  - Attend business and executive meetings, and lead meetings if the President and Vice President are unavailable.
  - Facilitate revision of position descriptions in conjunction with Executive Committee, on an as-needed basis (e.g. end of committee member's term, change of organization's needs)
  - Facilitate revision of the Organizational Framework, in conjunction with the President, where needed at the end of the program year (or March- June) for presentation to the membership for voting
  - Coordinate nominations and elections
  - **Banking/Budgeting:**
    - Act as alternate signing authority on TAVA accounts where applicable
    - Collaborate with Executive Committee to draft and manage annual budget
    - Advise on opportunities for TAVA to improve financial processes for efficiencies or cost-savings, whether in response to external factors, or proactively to advance the mission
    - Perform banking duties: maintain digital accounts (PayPal and CIBC), maintain cheque book, make payments (e-transfers, cheques), provide reimbursements with proof (e.g. receipts) as required
  - **Membership, Conference and Email Support:**
    - Collaborate with the Membership Chair to keep membership information current and support where needed
    - Collaborate with the Executive Committee plan/execute conference and to keep conference payment current
    - Collaborate with Executive Committee to manage tavaexec@gmail.com account
  - Provide orientation and training to successor
- **Brave and Healthy Team:**
  - It is the responsibility of each Executive Committee member to keep each other accountable for responsibly creating space for "braver" conversations around topics important to - or brought up by - our membership.
  - It is the responsibility of each Executive Committee member to practice good self-care (notifying other members when they need support or a break) and to keep each other accountable for responsibly maintaining a healthy space for respectful dialogue and completing the work that supports TAVA's mission, and annual Executive Committee goals.
  - Willingness to be flexible with role description and to support other Executive Committee roles as needed.
- **Ethical /Conflict of Interest Issues:**
  - It is the responsibility of ALL Executive Committee members to **NOT** promote speakers, initiatives or projects for their own personal advancement (or the advancement of those they might personally know), or that is in direct conflict with the mission of TAVA or the needs of our membership.
  - It is the responsibility of each Executive Committee member to keep each other accountable for responsibly supporting TAVA's mission, managing TAVA's budget, and in helping to address any arising ethical/conflict of interest issues.

### **Skills:**

- Leadership, team building, stakeholder relationship and bookkeeping/accounting experience an asset
- Solid organization, time management, conflict resolution, and commitment to DEI and anti-oppression practices

### **Benefits/Impact:**

- Support TAVA and help make decisions on how the Association operates
- Increase your leadership skills and executive experience, while building your resume