



## PRESIDENT

### **Purpose:**

- Collaborate with and lead the Executive Committee in organizational planning to support TAVA's Vision & Mission

### **Term:**

- Complete 2-year term, from July – June annually (1 Year as President and 1 Year as Past President)

### **Accountability/Report:**

- To membership and Executive Committee
- Candidates – for the President role - must have at least one year of continuous TAVA membership

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

- **Time Commitment:**
  - Attend TAVA Workshops each month (approximately 4 hours per month)
  - Attend TAVA Executive meetings each month (approximately 2 hours every other month)
  - Attend partnership meetings as needed (Volunteer Toronto/PAVRO/AVA), and keep Executive in information loop
  - Role support (4-6 hours monthly, some flexibility required depending on ongoing TAVA projects)
- **Responsibilities:**
  - Lead business and executive meetings, or arrange for an alternate meeting lead
  - Provide leadership and guidance to Executive Committee such that TAVA activities are coordinated effectively
  - Prepare agendas for and chair executive meetings, business meetings and the Annual General Meeting
  - Be the primary supporter for all TAVA-related marketing and communications where possible
  - Prepare and present an annual report for the Annual General Meeting
  - Review all draft meeting minutes (business and executive) after each meeting, before distribution
  - Act as spokesperson and representative of TAVA: Liaise with partners i.e. Volunteer Toronto, PAVRO, AVA etc.
  - Hold joint responsibility (with the Past President) for TAVA archival material
  - Lead in managing issues that arise with membership or executive
  - Write monthly membership newsletter for all months September to June, including December
  - Provide ongoing mentorship, orientation, and training to Vice President as part of succession planning
  - Provide orientation and training to successor
  - **Banking:**
    - Collaborate with Executive Committee to draft and manage annual budget
    - Respond to PayPal and CIBC Banking communication/mail
    - Report total expenses/balance (PayPal, CIBC, etc.) at monthly Executive Committee meetings AND TAVA Workshops: collaborating with outgoing treasurer to draft annual financial statement for first Sept workshop
    - Monitor the annual budget and alert Executive Committee when going over budget, or about financial issues
    - For In-Person meetings: support members with sign-in/ payment processes
    - 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
    - Act as alternate signing authority on TAVA accounts where applicable
    - 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
    - Lead update of signing authority signatures for Treasurer and President at the bank (Note: Bank will require the latest copy of TAVA's AGM minutes in order to authorize this.)
  - **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
- **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
- 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