



PROGRAM CHAIR(S)

Purpose:

- Coordinate TAVA's 8 monthly annual workshops/ events, and help with the promotion to membership: Secure four TAVA workshop events in each of the following months and liaise with Volunteer Toronto, who secures our other four TAVA workshop events. And coordinate the provision of event day food/light refreshments (for non-virtual events).

Term:

- Complete 2-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
 - Prepare and present a Programs Report at the Annual General Meeting
 - Develop and coordinate the programming for the year including securing guest speakers, meeting location, AV, thank you gifts, and refreshments
 - Communicate budgetary requirements to the Treasurer for speakers and refreshments
 - Coordinate marketing of monthly workshops/ events with other Executive Committee members (e.g. Marketing & Communications Chair, Webmaster) as required
 - Solicit feedback from monthly workshop/ event attendees using online surveys to improve member and guest experience
 - Provide orientation and training to successor
 - **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:

- Solid organization, time management, conflict resolution, and commitment to DEI and anti-oppression practices
- Comfortable working independently and as part of a team

Benefits/Impact:

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