

Position Description

Director of Member Professional Development

Purpose:

The role of the Director of Member Professional Development is to provide leadership and planning in areas of member professional development and program management. To lead and assist with programs and services which support key strategic goals and/or initiatives as directed by the Chair and Board.

PAVRO commits to actively working towards a more equitable, diverse, and inclusive organization. Members of equity-seeking groups, including Black, Indigenous, and people of colour (BIPOC), as well as 2SLGBTQ+ people, and people living with disabilities are encouraged to join the PAVRO Board.

Responsibilities:

Under the direction of the Chair of the Board of Directors, the Director of Member Professional Development shall:

1. Provide leadership and oversight of the following PAVRO professional development committees: a). Webinar b). Mentorship and c). Certification. This includes ensuring PAVRO offers a minimum of six (6) workshops per calendar year, provides networking and mentorship programming, and that CVRM recertification takes place for members who request it. In the event the professional development committee is unable to deliver workshops, the Director, supported by the President and the Board, agrees to undertake the delivery of webinars and/or networking events for PAVRO members.
2. Coordinate, manage, track, and evaluate all professional development evaluation results; work with appropriate Committee and/or Board to address questions and/or implement change(s) to ensure PAVRO's professional development offerings are relevant to the needs of the membership.
3. Serve as an ex-officio member of the annual Conference Committee.
4. Keep abreast of trends in volunteer engagement professional development education and training; bringing this knowledge to the professional development committees to inform development and delivery of programming for the benefit of PAVRO members.
5. Work with the Chair, the Director of Member Engagement and Marketing, and the Director of Communications to develop and implement a member engagement and retention program for active PAVRO members.
6. Promote the benefits of PAVRO to others in the field of volunteer management.

7. Ensure that PAVRO's professional development activities align with PAVRO's commitment to equity, diversity, and inclusion. This may include attending meetings of the EDI Working Group for their input on member professional development strategies and activities.
8. Assist with recruitment, interviews, and keeping track of volunteer hours of volunteers or committee volunteers responsible to the Director of Member Professional Development.
9. Complete/respond to any/all responsibilities associated with being a Board member including but not limited to: attending, preparing for, and participating in meetings/conferences/AGM/retreats; financial accountability, management of portfolio budget; reports; working with other Directors and independent contractors to promote professional development activities; policies; and recruiting Board/Committee members.

Experience/Skills Required:

- A minimum of five years' experience managing or leading a volunteer program(s).
- Strong passion for professional development and networking.
- Experience in organizing/delivering educational workshops and/or conferences.
- Strong belief in PAVRO's mission, vision and values; able to articulate them to others.
- Experience in project management is an asset.
- Ability to collaborate with others.
- Excellent leadership skills and an interest in innovation and best practice.
- Demonstrated ability to work independently and follow through with assigned projects and responsibilities.
- Excellent interpersonal and organizational skills as well as excellent communication skills (written and oral) including public speaking.
- Knowledge of the broader community impacting volunteerism and effective volunteer engagement.
- Flexibility and patience.

Terms:

The Director of Member Professional Development is elected for a two year term. An average time commitment of 4 hours per week is expected, with additional time required when a deadline or other special activity occurs. Director is expected to attend all Board meetings, providing a monthly up-date on the activities of the

professional development committees in this portfolio to the Board. Director is also expected to attend a minimum of two meetings annually of each professional development committee in this portfolio.

NOTE: This Director position may be shared between two qualified PAVRO members.

Code of Conduct

As Director of Member Professional Development, I agree to:

- Perform my duties responsibly and impartially to the bylaws as set out by PAVRO in a manner that would bear public scrutiny and support transparency in all decision making.
- Attend all board and/or committee meetings to the best of my ability and notify the respective chair in advance in case of required absence from the meeting.
- Declare any real, apparent, or perceived conflict of interest in matters which may result in financial gain or personal benefit.
- Maintain the confidentiality of any proprietary or privileged information to which I have access, both during and after, in my role on the board or committee.
This information may include contracts, financial information, membership lists, documentation and/or any discussions about PAVRO business.
- Consistently speak in the interests of members, volunteers, and independent contractors as they relate to the mission of PAVRO.
- Represent PAVRO values, and exercise reasonable care, good faith, and due diligence in organizational business.
- PAVRO board members and volunteers will speak on behalf of or represent themselves as representing PAVRO only with the express consent of PAVRO.
- Work within the scope of PAVRO's Vision, Mission and Values.

BENEFITS

- Opportunity to gain a keen understanding of current happenings in the profession and broader voluntary sector.
- Networking with leaders in volunteer management from across the province.
- Having input and impact on the direction of the volunteer engagement profession in Ontario.
- Develop/expand leadership skills, enhance leadership experience, and be part of a team dedicated to excellence and best practices in the engagement of volunteers.
- Opportunity to help find/develop real solutions
- Reimbursement for travel expenses and long-distance phone charges (as per existing policies).

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