

EHL OTTAWA VOLUNTEER POSTINGS (Fall 2017)

Position / # of openings / Term	Description	Time Commitment
<p>1. Ottawa Executive Team Co-Chair(s)</p> <p>Two (2) positions open</p> <p>Term: 1 or 2 year (renewable)</p>	<p>The Ottawa Executive Co-Chairs are responsible for providing overall leadership and direction to the Ottawa Executive Team to enable the EHL Ottawa Node to achieve its mandate.</p> <p><u>Specific responsibilities include:</u></p> <ul style="list-style-type: none"> • Lead strategic planning activities including setting annual priorities for the EHL Ottawa Executive Team • Convene and set the agenda for monthly meetings of the Ottawa Executive Team members for the purposes of planning networking and professional development events, and achieving other strategic priorities of the Node. • Serve as the public face of EHL Ottawa and promoting the organization, including representing EHL Ottawa at EHL national meetings or on working groups, as required • Build and maintain strategic partnerships with other organizations in the Ottawa region; support other Executive Team members to do the same • Lead the Executive Team to act as ambassadors with external organizations and potential partners • Obtain funding, sponsorship and in-kind contributions in collaboration with the Finance Officer • Shared responsibility for the administration and oversight of the EHL Ottawa budget and bank account with the Financial Officer. • Manage the recruitment and retention of members of the Executive Team • Supporting and troubleshooting any issues with other Executive Team members as required • Attend and lead monthly executive meetings and EHL Ottawa events (approximately 6 per year; including pre-event planning). • Attend the National Co-Chair Call is once every two months by teleconference. • Additional duties may include involvement on national-level committees (approximately 1 hour per month). 	10 hrs/month
<p>2. Finance and Sponsorship Officer</p> <p>One (1) position open</p> <p>Term: 1 or 2 year (Renewable)</p>	<p>This role is responsible for overseeing the financial activities for EHL Ottawa and obtaining sponsorships.</p> <p><u>Specific responsibilities include:</u></p> <ul style="list-style-type: none"> • Develop annual financial plan, with input and approval by the EHL Ottawa Executive, including financial goals, objectives and priorities • Prepare an annual operating budget with input from the EHL Ottawa Executive and help plan for EHL activities • Develop and review financial policies and assure appropriate procedures and financial safeguards are in place • Prepare and present regular financial updates to EHL Ottawa Exec, including financial summaries of each event 	8-10 hrs / month.

	<ul style="list-style-type: none"> • Keep an overview of the node’s finances, including ongoing bank account balances plus forecasted revenues and expenses; • Obtain funding, sponsorship and in-kind contributions in collaboration with the Co-Chairs • Maintain and update sponsor directory • Participate in all EHL Ottawa monthly executive meetings and supporting EHL (local, national) events • All members of the EHL Ottawa Executive are expected to attend monthly executive meetings and EHL Ottawa events (approximately 6 per year; including pre-event planning). • Additional duties may include involvement on national-level committees (approximately 1 hour per month). 	
<p>3. Communications and Social Media Officer(s)</p> <p>One (1) position open out of 2</p> <p>Term: 1 or 2 year (Renewable)</p>	<p>This role is responsible for the creation and dissemination of content related to EHL Ottawa</p> <p><u>Specific responsibilities include:</u></p> <ul style="list-style-type: none"> • Help to execute the EHL National Communications Strategy • Sit on the National EHL Communications Working Group • Provide liaison between the National Working Group and local EHL Ottawa node • Maintain and coordinate the design and operations of the EHL Ottawa website (knowledge of WordPress or willingness to learn is essential) • Monitor, maintain, and update all EHL Ottawa’s online communications platforms (Facebook, Twitter, website, email accounts) • Seek out opportunities to build recognition of EHL Ottawa’s profile • Lead and support the development of marketing materials for EHL Ottawa's events and activities • Lead the development of creating and consistently maintaining EHL Ottawa’s professional brand • Ideally the Communications lead is a social media enthusiast, works well in a team, and can communicate effectively. • All members of the EHL Ottawa Executive are expected to attend monthly executive meetings and EHL Ottawa events (approximately 6 per year; including pre-event planning). • Attend the National Communications Working Group meets approximately once every two months by teleconference. • Additional duties may include involvement on national-level committees (approximately 1 hour per month). 	<p>8-10 hrs/month</p>
<p>4. Administrative Coordinator</p> <p>One (1) position open</p> <p>Term: 1 or 2 year (Renewable)</p>	<p>This position is responsible for keeping the Executive Team organized to stay on track to achieve EHL Ottawa goals and targets</p> <p><u>Specific responsibilities include:</u></p> <ul style="list-style-type: none"> • Prepare the agenda for EHL Ottawa Exec team meetings in consultation with the Co-chairs. • Make arrangements, including venue, date, times for team meetings. • Send adequate notice of the meetings and reminders for follow up items. • Take the minutes of meetings and write them up in a timely manner. 	<p>6-8 hrs/month</p>

	<ul style="list-style-type: none"> • Other administrative support for Executive Team as needed • Ideally the Secretary is someone who can communicate effectively, works well in a team, and is well organized. • All members of the EHL Ottawa Executive are expected to attend monthly executive meetings and EHL Ottawa events (approximately 6 per year; including pre-event planning). • Additional duties may include involvement on national-level committees (approximately 1 hour per month). 	
<p>5. Events Planner</p> <p>Two (2) positions open</p> <p>Term: 1 or 2 year (Renewable)</p>	<p>This position is responsible for coordinating EHL Ottawa events so they run smoothly and within budget.</p> <p>Specific responsibilities include:</p> <ul style="list-style-type: none"> • Lead and coordinate all EHL Ottawa events within budget and timeline with the help and support of other members of the Executive Team • Collaborate with the Executive team to set overall direction for events on an annual basis, and work to plan logistics for each event. Logistics will include food / beverage, materials and supplies, audio / visual equipment, location (if outside AHS facilities), etc. • Work closely with the Financial Officer to ensure events are run on budget • Work with the Communications and Social Media Officers to collaborate on messaging and engagement for events to maximize interest and generate excitement for our members • All members of the EHL Ottawa Executive are expected to attend monthly executive meetings and EHL Ottawa events (approximately 6 per year; including pre-event planning). • Additional duties may include involvement on national-level committees (approximately 1 hour per month). 	8 hrs/month
<p>6. Membership Coordinator</p> <p>One (1) position open</p> <p>Term: 1 or 2 year (Renewable)</p>	<p>The Membership Coordinator will lead the recruitment and welcoming of new members.</p> <p>Specific responsibilities include:</p> <ul style="list-style-type: none"> • Recruit and welcome new members • Maintain and update register of members' names and addresses • Manage EHL Ottawa email inbox and distribution lists through MailChimp • Sit on the EHL National Membership Working Group, and provide updates and information on Ottawa node activities to the national group. • Collaborate with the EHL National Group to implement any national processes related to membership tracking. • Look for innovative and creative ways to attract new members, and work with EHL Ottawa Executive Team to evaluate the engagement of current members • All members of the EHL Ottawa Executive are expected to attend monthly executive meetings and EHL Ottawa events (approximately 6 per year; including pre-event planning). • Additional duties may include involvement on national-level committees (approximately 1 hour per month). • Expected time commitment: 8 hours/month 	8 hrs/month