Call for Board Members and Volunteers

Have you ever thought about serving on a Board of Directors? Now’s your chance! Each year one third of our Board members complete their term of office, and this year we have six vacancies to fill. These positions are described below along with several non-board speciality positions. We invite you to think seriously about volunteering for one of these opportunities. You need to know that this is a working Board with no paid staff, but it is an exciting group of people, highly committed to learning and to working for our members.

Time commitment and qualifications

- Board members attend a two and a half hour meeting each month, (not including June, July, or August)
- Provide direction and leadership to volunteer members of your committee
- Provide written reports of your activities to the Board
- Experience in running meetings and serving on a decision-making body
- Good communication skills
- Experience in management or human relations
- Maintain a current ELLA membership
- Attend a Board Orientation session

If you have questions about the following positions or serving on the Board, please talk to any member of the current Board, or leave a message in the ELLA office exella@ualberta.ca/ella attention Judith Hibberd, Recruitment Chair. If you would like to be nominated for one of these positions, please pick up a Board Nomination folder at the reception desk at Spring Session and find an ELLA member to nominate you. The deadline for submitting for your nomination is 1:00 p.m. Tuesday, May 5th.

The present Board of Directors will host an informal dialogue session to answer questions or discuss committee work. This will be held at 4:00 pm on Thursday April 30, 2015. Room number yet unassigned.

Marketing Committee Chair

This committee is responsible for maintaining brand recognition and consistency in ELLA member and public communications. The committee produces newsletters, the Spring Session course guide (working closely with the Program Development Committee) and various articles for publication in local media. It is responsible for ELLA’s advertising campaign and other communications for promoting the work of ELLA. Public speaking and presentations may be required. Other ELLA committees may consult the marketing committee for advice on in-house written materials.

The Marketing Committee Chair position invites following skills or interests:

- A “good eye” for colour, balance and detail
- Any marketing experience, including publishing, writing and advertising
- Familiarity with digital formats and social media

**Secretary for the Board of Directors**

The Secretary is an officer of the Board of Directors and a member of the Executive Committee.

Responsibilities:

- Attends all meetings of the Board, the AGM and special meetings
- Takes minutes of all such meetings and distributes them
- Deals with incoming and outgoing correspondence of ELLA and the President
- Maintains a record of the contact information of all Board members
- Circulates notices of Board and Executive meetings
- Collects and circulates all committee reports prior to Board meetings and merges them into a single file
- Possesses computer skills and can handle email, Word, spread sheets, and merging of files

**Document Management Chair**

The Chair of this committee is a member of the Board of Directors and presently works collaboratively with MacEwan University students and their instructor to design a new system for managing the files and documents of ELLA. This project began in 2014 and will be completed this spring. The new Chair will be working to implement the recommendations in a way that works best for ELLA. You will provide a liaison with the chairs of all ELLA committees to identify and collect all documents to be managed in this system. You represent ELLA and provide leadership for your committee members.

Responsibilities:

- Maintain ELLA’s document management system so that Board members can store, search and find all required documents
- Manage the “shared site” for ELLA’s documents
- Work closely with the Information Technology (IT) committee to develop the shared site for ELLA’s documents
- Train file clerk(s) to file documents according to established rules
- Arrange training of Board members in the proper document management practices.
- Ensure that the established document naming convention is used consistently throughout ELLA
**Program Implementation Committee Co-Chairs**

This is the committee that pulls all our work together to produce the Spring Session each year. It requires event organizing abilities as well as problem-solving skills in order to manage the logistics of Spring Session. Collaboration with the Program Development Committee is essential for coping with changes in courses, instructors, and room bookings. Good working relationships are important between the co-chairs, and with the staff of the Faculty of Extension. Both co-chairs are members of the Board and attend all meetings. The busiest time of year for this committee is from March to the end of May.

**Responsibilities**

- Books rooms and equipment for all Spring Session classes and lectures
- Works closely with the Program Development Committee in managing any changes in courses, rooms, and/or instructors
- Trains and supports volunteer ambassadors, class facilitators, and audio-visual assistants
- Distributes daily announcements to class facilitators
- Coordinates the activities of instructors and speakers
- Coordinates the use of audio-visual equipment
- Operates the information desk during Spring Session
- Coordinates the exhibition of art work produced by ELLA students

**Recruitment/Volunteer Program Chair**

The ELLA Board acknowledges that volunteers are our most valuable resource, and so we are looking to revamp the former Recruitment Chair position. The new Chair will help shape the working design for this committee in a way that will enhance the volunteer culture. We are looking for someone who understands that older learners can continue to grow, improve skills, talents and accept challenges. We may be looking at two non-board positions to support this Chair position – one for Recruitment, and one as a Volunteer Coordinator. Tentative roles have been sketched out below as a starting point for the revisions.

**Chair Responsibilities:**

- Leads the search and selection of ELLA members to fill vacancies on the Board of Directors
- Collaborates in presenting the Board Orientation and mentoring new Board members
- Responsible for the contributions of the Recruitment Manager and the Volunteer Coordinator, providing assistance as appropriate

**Recruitment Manager (non-board position)**
• Finds people to volunteer for committees through ELLA personal contacts, newsletters, referrals, advertisements in local media and community agency newspapers, volunteer organizations.
• Uses print, digital, web, and online supports as appropriate
• Interviews prospective volunteers and assesses their qualifications
• Keeps a record of the placement of current volunteers
• Initiates action for recognizing volunteers
• Updates all written materials used in the recruitment process
• Works cooperatively with the Volunteer Coordinator meeting regularly to ensure the volunteer work force is maintained

Volunteer Coordinator (non-board position)
• Works closely with volunteers matching their skills, talents, and interests with the needs of committees, and opportunities available
• Develops good working relationships with committee chairs and volunteers
• Identifies the learning needs of volunteers and takes part in their orientation to committee work
• Serves in a supportive role and as a resource to volunteers
• Ensures that vacancies in committees are filled as necessary, and keeps the program Chair and Manager informed of emerging problems or issues
• Works cooperatively with the Program or Recruitment Manager and attends Volunteer Program meetings.

Social Committee Chair
Presently, the Social committee organizes the Spring Session Luncheon and Wind-Up Events, as well as the Board Appreciation lunch. This position could grow depending on the Chair, as one of the key elements of ELLA culture is the social connection and like-minded ‘kindred’ spirits. There is a possibility for change and growth in this committee.

Information Technology
Our new IT Chair is looking for support people to delegate specific tasks for technology, rather than have one person doing it all. He has a strong group supporting IT now, but is looking for people with skills in:
- Wordpress.org
- Concrete5
- DotEasy/cPanel
- Eventbrite
- LimeSurvey
- Gmail
- Mailchimp

Volunteers
We invite you and welcome you to volunteer in any capacity or with any committee! You may have special skills and abilities that would help make ELLA an even more incredible
organization. The information table at Spring Session will have Committee brochures available after the first week rush is over. Please browse these and see if there is a fit for you! Come and join our team! We are an eager bunch of dedicated volunteers, and the work is interesting and satisfying.