

FORCE VOLUNTEER WANT ADS

A key success factor in any organization is its people management. For volunteer organizations, people management is especially important. We want to avoid burn-out, fill gaps, improve community responsiveness, expand activities, and ensure strong leadership over time. As a Community, we have laid the foundation for FORCE through our first year of activities. We now want to ensure we take the time to effectively plan our people requirements for ongoing success. Similar battles against proposed aggregate developments have taken 5 years or more before resolution. In order to deliver against the Community's opposition to the proposed Carlisle quarry and to ensure strong succession planning, volunteer want ads will be posted periodically on the website. We are, indeed, fortunate to have such a diverse talent pool in this community from which to draw. Please check the needs against your skill sets, interests, and time availability. Together, we can succeed!

The material below lists current requirements, key functions and suggested skill sets:

FORCE STEERING COMMITTEE REQUIREMENTS

The following roles would see the 'elected' individual become a regular Steering Committee attendee. Steering Committee meetings currently run alternate Mondays from 7-9 pm (minimum 4 hours per month plus preparation time). Some roles (those with an *) also involve leading an activity stream. Activity stream requirements vary but may involve an estimated additional 4 – 8 hours per month.

Meeting Chair* – Key functions include: chair the biweekly Steering Committee meetings, set the agenda in conjunction with the FORCE Chair and Spokesperson, prepare and circulate draft agendas in conjunction with the Secretary, facilitate discussion amongst Steering Committee members on agenda items, ensure Team follow-up with tasks as per minutes, and provide other supports to the “administration” of FORCE, as required. Key skill sets include: ability to run an effective meeting on time, facilitation skills and ability to move issues to a decision, results orientation, strong delegation/follow-up and quality control skills.

Secretary(ies) – Key functions include: prepare and circulate resolutions as required, prepare and circulate draft meeting agenda, take notes during Steering Committee meeting, prepare minutes following meeting, liaise with FORCE Chair and Meeting Chair. Key skill sets include: ability to distil wide-ranging discussion into succinct minutes with specific action items/leads and timetables, basic familiarity with meeting procedures, computer skills in basic programs (Word is a must, Excel is an advantage).

Legal/Technical Expert Manager* - Key functions include: manage legal and technical experts in conjunction with the FORCE Chair and Spokesperson, act as lead contact to FORCE legal counsel and technical experts (including ecologist and hydrogeologist), oversee contracts/renewals and execution of work plan deliverables to specified timelines and agreed upon budgets, identify requirements based upon application amendments by proponent as well as peer review and CART processes, facilitate community input to expert work in conjunction with Technical Volunteer Coordinator. Key skills include: effective people coordination and management, ability to be the “bad cop” to enforce deadlines and budget caps, comfort with scientific and legal terms and documents, experience working with legal counsel and/or professional consultants, among others.

Technical Volunteer Coordinator* - Key functions include: identify range of technical issues to be reviewed in addition to paid experts, recruit volunteer professional expertise from the community to match identified needs, motivate volunteer production of application/amendment analysis, coordinate production of community technical report(s). Key skills include: effective people coordination and management, strong organizational and communications skills, ability to motivate volunteers, results orientation, comfort with scientific terminology and reports, among others.

Communications Lead* - Key functions include: refine ongoing communications strategy with FORCE Chair and Spokesperson for effective internal and external communications; conceive, draft and assist with production of key communications tools such as Annual Report, Quarterly Newsletters, Issue News Briefs; coordinate communications/writing volunteers, liaise with Website lead. Key skill sets include: effective written and oral communications, strong coordination skills, delegation and people management, strong writing ability to reach a range of audiences, comfort with scientific terminology and documents.

FORCE LEADERSHIP OPPORTUNITIES

The following roles would work with activity stream leaders from the Steering Committee. Attendance at Steering Committee meetings would not be required on a regular basis but may be necessary for meetings related to key activities of the Coordinator(s). Estimated time requirements will vary by season and by activity but may entail some 4-8 hours per month.

Volunteer Coordinator(s) – Key functions include: work with the lead Fundraiser and other members of the Steering Committee to recruit volunteers for key FORCE activities such as building and substantiating our case, fundraising, communications and community outreach; motivate volunteer

enthusiasm to produce delivered results; support development of volunteer capacity in terms of training and activity delivery; assist with volunteer database management. Key skills include: effective people coordination and delegation skills, motivator, ability to communicate effectively in writing and verbally, ability to multi-task. Experience with volunteer management would be an asset.

Fundraising Coordinator(s) – Key functions include: work with the lead Fundraiser to establish annual fundraising goals and strategies for the residential and/or business sectors; help develop action plans based on the goals and strategies; help develop written and/or other fundraising materials; assist in the coordination of volunteer activity delivery; help motivate volunteers; Key skill sets include: individual and/or corporate fundraising experience, effective people coordination and delegation skills, motivator, ability to communicate effectively in writing and verbally. Fundraising management experience would be an asset.

Event Coordinator(s) – Key functions include: work with the lead Fundraiser and other members of the Steering Committee to prioritize possible community events, build an annual events calendar, recruit and organize a team to deliver the selected events. Examples of possible events include: a cyclists' rally, a motorcyclists' rally, a golf tournament, a concert, a community fair, repeat of the quilt raffle, repeat of the Family Holiday skate, community garage sales, art auction, etc. Key skills include: effective people coordination and delegation, motivator, ability to communicate effectively, ability to multi-task. Experience, in either a voluntary or professional setting, with event management would be an asset.

Graphics Designer(s) – Key functions include: develop new graphic design and/or apply existing designs, assist in design and production of FORCE publications.

ONGOING VOLUNTEER NEEDS

We always need new volunteers to assist with the workload and replace one another as our lives ebb and flow. Please consider your interests, skill sets, and time availability to act as a:

- Residential Canvasser
- Business Canvasser
- Area and/or Street Captain
- Event Volunteer
- Flyer Distributor
- Writer
- Other.....you suggest a role you think needs to be fulfilled and that you are willing and able to take on!