



**Volunteer Positions**

**with**

**Community CarShare**

Human Resources Committee  
Updated September 2013

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## **1 Introduction**

As a member of Community CarShare (incorporated as The People's Car Co-operative Inc. under the Co-operative Corporations Act of Ontario) there are many ways that you can volunteer your time and skills towards the Co-op. There are also many opportunities to gain valuable skills. For example, as a Co-op member you can:

- Volunteer as a Director of the Board; and/or,
- Volunteer your time and skills towards one of the many Non-director positions (e.g. volunteer on one of the Board Committees).

## **2 Board of Directors**

The By-Laws of the Co-op require a minimum of three (3) members of the Co-op to serve (i.e. volunteer) as Directors on its Board, up to maximum of ten (10) (section 8.01).

The following are the general duties of Directors:

- Attend and participate in monthly Board meetings
- Prepare for meetings by reading materials in advance
- Represent best interests of the membership in all Board decisions
- Assume legal responsibility for all decisions of the Board – financial, employment, legal, etc.
- Participate in setting goals for the co-op and evaluating progress toward them
- Sit on at least one Board Committees

Directors are elected by the Co-op's general membership at the Annual General Meeting (AGM). (Note: occasionally Director vacancies may come available during the year. In such circumstances the Board of Directors may choose to appoint additional interested Co-op member(s) to the Board in order to fill any temporary vacancies.)

The Co-op holds a Directors' and Officers' insurance policy with The Co-operators, which insures individual Directors against damages arising from any possible lawsuit(s) (i.e. the insurance policy insures against threats to personal property by covering costs associated with lawsuits against the Co-op).

## **3 Director Positions**

According to the Co-op's By-Laws there are three (3) Director positions that have formal office: President, Secretary, and Treasurer. In addition to this the Directors choose a Director to fill the position of Personnel Liaison and there can be up to six (6) Directors-At-Large, for a total of ten (10) Directors.

Directors-At-Large hold no formal office (i.e. portfolio) with the Co-op but share equal decision-making power with all Directors on the Board. Directors-At-Large gain valuable management experience.

Please refer to Appendix A for a list of current Directors and the date of expiry of their respective term on the Board. Refer to Appendix B for 2012-2013 openings.

The three (3) Director positions that have formal office are outlined below:

## **President**

### Job Duties:

- Chair Board and General Membership Meetings of the Co-op.
- Plan and send out Board meeting agendas at least one week in advance of meetings.
- Acquire a good working knowledge of the tasks involved in the day-to-day operation of the Co-op.
- Maintain a larger-focus perspective on the Co-op, including both current and long-term priorities, so as to chair Board meetings, use Board member time effectively, and direct members' efforts appropriately.
- Sign official documents of the Co-operative, as required.
- Represent the Co-op in an official capacity.

### Ideal Characteristics:

- Good meeting facilitator.
- Good conflict-mediation and interpersonal skills.
- At least 6-12 months as a member of the Co-op.
- Have a professional and welcoming demeanor.

### Skills:

- Knowledge of and/or interest in cooperative principles, or relevant experience with non-profit organizations.
- Knowledge of carsharing organizations.
- Good public communication skills.
- Awareness / knowledge of the Co-op's history.

## **Secretary**

### Job Duties:

- Record minutes of Board meetings.
- Send Board Meeting minutes to all Directors within one week following each meeting.
- Sign the minutes after their approval by the Board.
- Maintain all official records of the Co-op (e.g. Minutes, By-Laws, Membership Agreements, contracts, etc.) and membership list in a secure location.
- Chair meetings when the President is absent.

### Ideal Characteristics:

- Willingness and ability to pay attention to detail.
- Ability to listen to all sides in order to present unbiased summaries of discussions.
- Good meeting facilitator; ability to chair meetings.
- Good conflict-mediation and interpersonal skills.

### Skills:

- Proficient writing skills, especially in summarizing discussions.
- Good organizational and paper-management skills.
- Ability to keyboard during meetings.

## **Treasurer**

### Job Duties:

- Prepare, with staff assistance, financial statements quarterly for consideration by the Board.
- Prepare, with assistance from staff and the Finance Committee, budgets and financial projections for consideration by the Board.
- Authorize expenses (i.e. signs cheques) within budgets approved by the Board.
- Sign financial statements after their approval by the Board.

Ideal Characteristics:

- Familiar with accounting practices
- Willingness and ability to pay attention to detail.
- Ability to read financial statements
- Ability to manipulate computer spreadsheets
- Ability to explain financial terms and details to those unfamiliar with accounting.

Skills:

- Good mathematical skills.
- Computer literate; familiar with accounting and spreadsheet programs.

The position of Personnel Liaison is outlined below:

### **Personnel Liaison**

Job Duties:

- Meet privately with staff at least quarterly to check in on employee issues (e.g. hours worked, vacation/sick time, conflicts with Directors/members/ staff, etc.).
- Represent relevant employee issues to Board, with deference to issues of privacy.
- Conduct annual evaluations of staff (requires evaluation forms to be filled out by staff and all Directors, and compilation into document obscuring identity of individual comments).
- Be conscious of employee issues – e.g. how to retain good employees, fair compensation, etc.

Ideal Characteristics:

- Excellent interpersonal and conflict mediation skills
- Some experience in managing staff
- Trusted by existing staff and Board members

## **4 Board Committees**

The following Committees assist the Directors carry out the work of the Co-op. The Board Committees do not have the decision-making power of the Board, but often recommend decisions to the Board. Occasionally committees are empowered by a Board resolution to make a decision on the Co-op's behalf.

Membership on any of the Board's committees is open to all members of the Co-op. Co-op members may fill out a Volunteer Form to be considered for appointment by the board to any of the committees.

Each Committee should have a minimum of two (2) Co-op members, excluding staff (i.e. at least one Director and one non-director). Secretarial duties for committees are often shared among committee members.

As per the co-op's professional conduct policy outlined in the Member Manual, all committees are to be chaired by a Director. Below each committee description are the volunteer "job" descriptions for the respective Committee Chairs.

### **Finance Committee**

- Meets as often as needed or as directed by the Board to study financial issues and make recommendations to the Board
- May study and make recommendations on:
  - price increases
  - vehicle purchase decisions
  - attracting capital and investments
  - cash flow planning
  - member payment policies
  - grant proposals

Finance Committee Chair:

Job Duties:

- Chair meetings of the Finance Committee

Ideal Characteristics:

- Skills and experience in accounting and budget forecasting
- Familiarity with financial history of the Grand River CarShare
- Familiarity with car sharing industry
- Good meeting chair

### **Human Resources Committee**

- Meets as often as needed or as directed by the Board to study human resource issues and make recommendations to the Board
- May study and make recommendations on:
  - staff wages and benefits
  - grant proposals
  - staff hours and office hours
  - job descriptions
  - staff evaluations

Human Resources Committee Chair:

Job Duties:

- Chair meetings of the Human Resources Committee

Ideal Characteristics:

- Strong interpersonal and conflict mediation skills
- Good meeting chair

### **Communications Committee**

- Meets as often as needed or as directed by the Board to study communications issues and make recommendations to the Board
- May study and make recommendations on:
  - vehicle locations
  - member newsletter design
  - advertising campaigns

- marketing budget (i.e. where best to spend it)

#### Communications Chair:

##### Job Duties:

- Chair meetings of the Growth and Communications Committee
- Lead the implementation of the Co-op's Communications Plan

##### Ideal Characteristics:

- Skills and experience in marketing and communications
- Familiarity with car sharing industry
- Familiarity with the marketing plan of the Grand River CarShare
- Familiarity with transportation demand management concepts
- Good meeting chair

## **5 Other Volunteer Positions**

Throughout the year short-term volunteer opportunities arise in a variety of areas, for example: assisting with fleet maintenance, marketing, and/or our public education and awareness campaigns (e.g. display set-ups, presentations, etc.).

For more information about these opportunities please be sure to read the monthly newsletter. (Please note that training for these opportunities will be provided by staff, and on occasion with the assistance of Director(s) and/or other experienced members.)

## Appendix A – Current Directors

### Current Director Positions and Expiration of Terms:

President	Jason Hammond – Oct. '14
Secretary, Personnel Liaison	John Hill – Oct. '13
Treasurer	Michael Druker – Oct. '13
Director-at-Large	John Storm – Oct. '14
Director-at-Large	Peter Ormond – Oct. '14
Director-at-Large	<b>vacant</b>
Director-at-Large	<b>vacant</b>
Director-at-Large	<b>vacant</b>
Director-at-Large	<b>vacant</b>
Director-at-Large	<b>vacant</b>

## Appendix B – Position Openings for 2012-2013

### 2012-2013 Director Position Openings:

There will be seven (7) positions available on the Board of Directors at the 2013 Annual General Meeting. Members interested in nominating themselves for a position on the board are asked to fill out a nomination form, available on the co-op's website.

### 2013-2014 Committee Openings:

All Committees welcome additional members. All Co-op members are invited to volunteer on any of the Board Committees.

### 2013-2014 Other Volunteer Position Openings:

Please contact the office or refer to the Co-op's monthly newsletter for more information.