



VOLUNTEER POSITIONS

WITH

GRAND RIVER CARSHARE

(formerly People's Car)

Human Resources Committee
Updated September 2008

TABLE OF CONTENTS

1	INTRODUCTION.....	2
2	GENERAL DUTIES OF DIRECTORS.....	2
3	DIRECTOR POSITIONS	2
	• President.....	2
	• Secretary.....	3
	• Treasurer	3
	• Personnel Liaison	4
	• Directors-At-Large.....	4
4	BOARD COMMITTEES	4
	• Finance Committee	5
	• Human Resources Committee	5
	• Growth & Communications Committee	5
	• Cambridge Advisory Committee	5
5	NON-DIRECTOR POSITIONS	5
	• Finance Committee Chair	6
	• Human Resources Committee Chair	6
	• Growth & Communications Committee Chair	6
	• Cambridge Advisory Committee Chair	6
6	OTHER NON-DIRECTOR POSITIONS	7
	• Other	7
	APPENDIX A – CURRENT DIRECTORS	7
	APPENDIX B – POSITION OPENINGS FOR 2008-2009.....	7

1 INTRODUCTION

As a member of Grand River 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 GENERAL DUTIES OF DIRECTORS

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 legally responsible 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 of the four (4) 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 approve additional interested Co-op member(s) to the Board in order to fill any temporary vacancies.)

Grand River CarShare 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

The By-Laws of Grand River CarShare require a minimum of three (3) members of the Co-op to "serve" (i.e. volunteer) as Directors on its Board and a maximum of ten (10) (section 8.01). Below are four (4) Director positions that have "formal office" (i.e. portfolios):

President

Job Duties:

- 1) Chair Board and General Membership Meetings of the Co-op.
- 2) Plan and send out Board meeting agendas at least one week in advance of meetings.
- 3) Acquire a good working knowledge of the tasks involved in the day-to-day operation of the Co-op.

- 4) 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.
- 5) Sign official documents of the Co-operative, as required.
- 6) Represent the Co-op in an official capacity.

Ideal Characteristics:

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

Skills:

- 1) Knowledge of and/or interest in cooperative principles, or relevant experience with nonprofit organizations.
- 2) Knowledge of car sharing organizations.
- 3) Good public communication skills.
- 4) Awareness / knowledge of the Co-op's history.

Secretary

Job Duties:

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

Ideal Characteristics:

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

Skills:

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

Treasurer

Job Duties:

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

Ideal Characteristics:

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

Skills:

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

Personnel Liaison

Job Duties:

- 1) 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.).
- 2) Represent relevant employee issues to Board, with deference to issues of privacy.
- 3) 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).
- 4) Be conscious of employee issues – e.g. how to retain good employees, fair compensation, etc.

Ideal Characteristics:

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

(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 2006-2007 openings.)

Directors-At-Large

In addition to the above four (4) Director positions there can be up to six (6) Directors-At-Large, for a total of ten (10) Directors (as per the Co-op's By-Laws).

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.

(Refer to Appendix A for a list of current Directors-At-Large and the date of expiry of their respective term on the Board. Refer to Appendix B for 2008-2009 openings.)

4 BOARD COMMITTEES

As mentioned above (i.e. under the section General Duties of Directors) each Director must sit on at least one of the four (4) Board Committees. The following four (4) Committees assist the Directors carry out the work of the Co-op:

Finance Committee

The 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

Human Resources Committee

The 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

Growth & Communications Committee

The Growth & Communications Committee:

- Meets as often as needed or as directed by the Board to study growth and 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)

Cambridge Advisory Committee

The Cambridge Advisory Committee:

- Meets as often as needed or as directed by the Board to study growth and communications issues in Cambridge and make recommendations to the Board
- May study and make recommendations on:
 - vehicle locations
 - advertising campaigns
 - municipal partnership

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.

5 NON-DIRECTOR POSITIONS

Although each Director is expected to sit on at least one (1) of the above Board Committees, Committee membership is open to ALL members (i.e. Non-directors) of the Co-op. Each

Committee should have a minimum of two (2) Co-op members, not including staff (i.e. at least one Director and one Non-director).

Each of the four (4) Board Committees will select a Committee Chair and a Committee Secretary (although secretarial duties are often shared among committee members). Below are the volunteer “job” descriptions for the respective Committee Chairs:

Finance Committee Chair

Job Duties:

- 1) Chair meetings of the Finance Committee

Ideal Characteristics:

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

Human Resources Committee Chair

Job Duties:

- 1) Chair meetings of the Human Resources Committee

Ideal Characteristics:

- 1) Strong interpersonal and conflict mediation skills
- 2) Good meeting chair

Growth & Communications Chair

Job Duties:

- 1) Chair meetings of the Growth and Communications Committee
- 2) Lead the implementation of the Grand River CarShare’s Communications Plan

Ideal Characteristics:

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

Cambridge Advisory Committee Chair

Job Duties:

- 1) Chair meetings of the Cambridge Advisory Committee

Ideal Characteristics:

- 1) Familiarity with City of Cambridge, including local political issues, organizations, businesses, and urban layout
- 2) Skills and experience in marketing and communications
- 3) Good meeting chair

6 OTHER NON-DIRECTOR POSITIONS

Other

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.)

(Refer to Appendix B for a list of Other Non-Director Position openings for 2008-2009.)

APPENDIX A – CURRENT DIRECTORS

Current Director Positions and Expiration of Terms:

President	Jason Hammond – Sept' 08
Secretary	Cheryl Dietrich - – Sept '09
Treasurer	Richard McLean – Sept '08

Current Directors-At-Large and Expiration of Terms:

Marcia Redmond – Sept '08
Taodhg Burns – Sept '09
Barry D'Costa – Sept '09
Ron Beveridge – Sept '08
Edwin Laryea – Sept '08
Anne Bordeleau – Sept '08
Julie Henhoeffter – Sept '08

APPENDIX B – POSITION OPENINGS FOR 2008-2009

2008-2009 Director Position Openings:

Personnel Liaison

2008-2009 Directors-At-Large Position Openings:

Seven (7) positions open for re-election

2008-2009 Non-Director Position Openings:

Human Resources Committee Chair

2008-2009 Other Non-Director Position Openings:

Other (please refer to monthly newsletter for more information)

Note: in addition to the above openings, ALL Co-op members are invited to volunteer on any and/or all four (4) of the Board Committees.