

For Your Information

JOB DESCRIPTION – CAS BOARD MEMBER & PLWHIV DIRECTOR

Canadian AIDS Society:

- to speak as a national voice and act as a forum for a community-based response to HIV infection and AIDS and to advocate for persons so affected
- to act as a resource for its member organizations and coordinate community-based participation in a national strategy on HIV infection and AIDS

Board Member

General Structure

The Canadian AIDS Society is a national coalition of both regionally and provincially based organizations. This is reflected in the structure of our Board of Directors in which each of our five regions has two Directors elected as representatives, and an additional three members-at-large who have no particular regional affiliation. Through your official delegate to AM, every member group in good standing has the right to vote on its regional representatives and the at-large positions. Elections for PLWHIV Regional Directors and the Youth Director are held during the PLWHIV Forum. Elections for Regional Directors and Members-at-Large are held during the Annual General Meeting.

Responsibilities:

- act in the best interest of the organization
 - govern, not manage, the organization
 - envision the future
 - ensure needed resources for the organization, including adequate funding
 - provide links to member groups and the community at-large
 - participate on at least one Board standing committee
 - set policy
 - abide by the By-laws and the various policies and procedures of the organization, such as the Governance Policies
 - monitor finances
 - adopt key operating policies and procedures
 - ensure creation of a long-range plan for the organization
 - attend meetings and activities of the Board and committees unless inhibited to do so by significant circumstances
 - approve the terms of references for all standing and ad hoc Board committees
 - delegate appropriately to the Executive Director
 - select Board officers and periodically review their performance
 - come prepared and informed to Board meetings
 - participate in discussions and decision-making of the Board
 - keep the Executive Director informed of membership and community concerns and issues
 - serve for the elected term
 - all Board members are expected to assist in the mentorship and support of the Youth Director
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Desired Qualifications:

- familiarity with CAS, including its mandate and structure
- knowledge of and commitment to keep current with HIV/AIDS issues
- ability to commit 10-15 working days plus 5-7 weekends a year
- previously served on not-for-profit Board of Directors
- ability to communicate in English and French
- strong communication skills
- ability to work as a part of a team
- a sense of humour and patience
- knowledge of and skills in finance, programming, personnel, fundraising, public relations and/or legal issues
- Executive Director or current Board member of a community-based organization

The Canadian AIDS Society values a Board that is representative of its diverse membership and we encourage applications from people living with HIV/AIDS, women, people of colour, Aboriginal people and youth over 18 years old.

PLWHIV/AIDS Regional Director Position Description

PLWHIV/AIDS Regional Directors of the Canadian AIDS Society agree to the general conditions of workload, lines of reporting, duration of appointment; time and travel commitment, roles, and responsibilities of all other CAS Board members.

In addition, PLWHIV/AIDS Regional Directors:

1. Assume primary responsibility for communicating with and representing the concerns and issues of the PLWHIV/AIDS community within their particular region's CAS member groups.
2. Are jointly responsible, along with the Regional Director, for communicating with and representing the concerns and issues of all member groups within their particular region's CAS member groups.
3. Are expected to participate in the work and planning activities of the CAS Board PLWHIV/AIDS Committee.
4. Are accountable to the issues of the CAS PLWHIV/AIDS Caucus at the Annual General Meeting.
5. Are required to chair sessions particularly related to the PLWHIV/AIDS community within CAS.
6. Assume an effort in communicating with all AIDS service organizations, health care organizations, and youth based groups in their region for feedback on what is being done by/for Youth Living with HIV/AIDS (YLWHIV/AIDS), affected youth and youth at risk; in which to inform the PLWHIV/AIDS Youth Director

Nomination form available at cdnaids.ca/cas-announcements/