

Position Description – REGIONAL LEADER

VOLUNTEER TYPE: “Class 3”

RESPONSIBLE TO: Manager, Community Support

OBJECTIVE: To manage the daily operations of its Region and make the decisions on matters specific to their Region

ESTIMATED TIME COMMITMENT: 15-20 hours per month

RESPONSIBILITIES:

- Responsible for chairing Regional Leadership Team meetings and Regional Club meetings or designating chairperson if not able to attend meeting
- Must schedule a minimum of two (2) to three (3) Regional Club meetings per year
- Responsible for monitoring day-to-day regional program needs
- Ensuring information is passed from SOM office to programs within Region
- Set the agenda for each meeting with assistance from SOM support staff
- Responsible for maintaining and delivering the SOM brand
- Sit on the Regional Leadership Council and attend Regional Leadership Council meetings, as well as attend the Provincial Leadership Conference in the Fall and Spring.
- Other duties as required

SCREENING MEASURES:

1. Completion of Volunteer Application Form
2. Interview / Orientation
3. Personal Reference Check
4. Code of Conduct & Confidentiality Policy
5. Detailed Position Description
6. Complete Criminal Record Search & Vulnerable Sector Search
7. Supervision & Feedback
8. Participant Follow Up

I, _____, have read and agree to the above position description.
(Print First & Last Name)

Signature: _____ **Date:** _____