

## Leash Free Mississauga BOARD of DIRECTORS VOLUNTEER OPPORTUNITY

### Vice President

Leash Free Mississauga (LFM) is looking for a Vice President to join our Board of Directors and manage various field operations and board governance activities of the organization.

#### Who We Are

Leash-Free Mississauga (LFM) is a non-profit organization affiliated with the City of Mississauga through the Community Group Registry Program. As an established member-driven, volunteer-run group of local residents, the organization works closely with the community and the City of Mississauga (Parks, Animal Services, and By-Law) to promote safe, friendly and fun Leash-Free Park Zones where responsible dog ownership is encouraged. We do this through advocating for additional Leash-Free Parks, improvements to existing parks, along with undertaking, public education, events, Leash-Free Park clean-ups, memberships and fundraising initiatives.

#### The Opportunity

Overall, as the Vice President serving on LFM's board of directors, you will play an important role in supporting the activities of the Leash Free Zone Representatives in the delivery of leash free dog parks in the City of Mississauga. The Vice President ensures clear communication by connecting with LFM Zone Representatives between meetings and sharing of best practices among the zones. The Vice President assists in board functions and assumes the duties of the President if the President is absent or unable to serve.

#### Role of the Vice President

1. **Responsible for providing operational support to the Zone Representatives**, facilitating information sharing, trouble shooting and encouraging best practices among dog park facilities and operations.
2. **Prepare monthly summary report, trouble shoot and track operational needs**, issues and resources. (maintenance, equipment, capital and inventories of moveable assets)
3. **Participates as part of the Executive Committee of LFM board of directors**(president, secretary, treasurer, 1 zone representative); meets as required
4. **Supports fundraising for LFM activities** as approved by the Board
5. **Assume the duties of the President if absent or unable to act.**
6. **Assist with the preparation and implementation of quarterly, annual work plans** and the organization's strategic plan(s)
7. **Prepare for, attend, and participate in monthly board meetings** and the Annual General Meeting.
8. **Assist with the annual planning, preparation and implementation of the AGM**, year-end reports.
9. **Responsible for the annual nomination committee for the AGM**
10. Work closely with the President to support their efforts in building a strong working relationship with the City of Mississauga, stakeholders, business, volunteers and the community.
11. Works collaboratively with board members to develop and support the overall mission, goals, financial and strategic direction of the organization.

# Volunteer Opportunity

[www.leashfreemississauga.ca](http://www.leashfreemississauga.ca)

12. Carry out other duties as directed by the Board.

## **Knowledge, Skills & Abilities**

1. Ability to effectively encourage, motivate, advise and assist LFM park zone representatives;
2. Experience in building teams in a collaborate supportive environment;
3. Skill in tracking key performance indicators; prepare public opinion tools to evaluate park zone areas/make recommendations as required.
4. Strong command of the English language oral and written. Good mediation and conflict resolution skills.
5. Good organizational and planning skills; ability to lead meetings, prepare reports and summaries.
6. Computer knowledge; strong skills in Microsoft Office Suite, Word, Excel, Google
7. Experience in building strong relationships with stakeholders, partners, volunteers, community and board members.
8. Commitment to the vision, mandate strategic directions of LFM; passionate about contributing to organizational sustainability and resiliency.
9. Experience as a volunteer and serving on a board an asset; a desire to learn about the community.
10. A commitment to approximately 4 hours/week approximately 10-15 hours/month, 2 year term

## **Apply to:**

**Please submit your resume/profile to: [president@leashfreemississauga.ca](mailto:president@leashfreemississauga.ca)**