



## **BAVA Terms of Reference**

### **Mission Statement:**

The Barrie Association of Volunteer Administrators (BAVA) is a local association committed to excellence in the administration of volunteers through advocacy, networking, communication, education and professional development within the City of Barrie and surrounding areas.

### **Goals and Objectives:**

1. To advocate on behalf of administrators of volunteers and provide support among membership.
2. To encourage the development and advancement of volunteerism within the City of Barrie and surrounding areas.
3. To promote the professional development of BAVA members and provide an opportunity for resource sharing.

### **Terms of Membership:**

BAVA welcomes professionals, salaried and unsalaried, who are responsible for the administration of volunteers in all sizes of organizations in Barrie and surrounding areas.

Members will, together, ensure networking opportunities that foster personal and professional growth.

Membership shall consist of general members, an executive committee (President, Past President, Vice President, Secretary, and Treasurer) and committee chairs.

**Fees:**

\$30 per year, either as an individual (transportable) or by organization. Membership fees cover the year from September to August and are due at the first meeting in September.

**Responsibilities:**

Members are asked to share responsibility for the group to ensure our goals and group needs are being met. Input to the executive and at the table is always welcomed.

Members are encouraged to consider joining a committee, becoming a mentor to someone who is new to the field of volunteer management, or giving a presentation/seminar on volunteer management at monthly meetings.

As a member, you are asked to let us know if you cannot attend meetings with regrets given to the Secretary. You are also asked to update the Secretary with any changes to your contact information so we can continue to keep you informed.

**Meetings:**

Second Wednesdays of the month from 9:30 a.m. – 11:00 a.m. at the Barrie Public Library, Painswick Branch, 48 Dean Ave., Barrie. No regular scheduled meetings during July, August and December due to holidays.

**Format:**

9:30-10:00 Speed Sharing

10:00-10:20 Business (Minutes, Committee Reports, Treasurer Report)

10:20-10:40 Education/Presentation

10:40-11:00 Roundtable Discussion

**Elections:**

Election of the new executive and committee chairs occurs at the June meeting. The terms of the executive and committee chairs are outlined in the position descriptions. An ad hoc nomination committee will be struck in April to contact the membership for nominations and present a slate of nominees to the membership in May.

**Quorum:**

A quorum for the election of the executive and committee chairs and for voting purposes will be “50% plus one” of the current membership. A quorum can consist of in person, written proxy (including fax or email) and/or telephone confirmation/vote.

**Position Descriptions:**

See document titled Position Descriptions.

**Budget:**

The executive is responsible for developing the budget, after the June election. It will reflect planning priorities and will be voted upon by the membership at the first meeting in September.