

S.O.A.R.

Organizational Roles and Responsibilities

Board of Directors

The Board of Directors has overall responsibility for:

1. The overall management and administration of the Society including overseeing the activities of and providing ongoing guidance, support and evaluation to the committees.
2. Ensuring effective organizational planning.
 - this includes ensuring that the Society has a clear future vision, organizational mission statement and purpose statements. It also involves organizing and conducting strategic planning.
3. Ensuring sufficient resources (financial, human and other) are available for the organization to fulfill the objectives of the Society.
 - This will necessitate the Board developing, implement and overseeing policies and guidelines for fund raising which will ensure that it is conducted in an ethical and legally responsible manner. It may also involve the Board acquiring by way of grant, gift, purchase, bequest, devise or otherwise, real and personal property and to use and apply such property to the realization of the objects of the Society. As well the Board may buy, own, hold, lease, mortgage, sell and convey such real and personal property as may be necessary or desirable in the carrying out of the objectives of the Society.
4. Managing resources effectively.
5. Ensuring that peer counselling services are available to adult male and female survivors of childhood sexual abuse in all of the areas served by S.O.A.R.
 - This includes but is not limited to, providing the framework and support necessary to enable S.O.A.R. Peer Counsellors to deliver confidential, timely and effective peer counselling services to adult survivors of childhood sexual abuse and ensuring that S.O.A.R. Peer Counsellors have access to appropriate safe meeting places for holding peer counselling sessions with clients.
6. Enhancing and promoting the organization's public image and bringing to the community, education and awareness of the impact of childhood sexual abuse on the individual, the family and the community. Interpreting and representing the community to the organization.
7. Ensuring legal and ethical integrity and maintaining accountability.
 - This will be done by developing and applying guidelines for ensuring ethical behavior. Developing personnel policies and grievance and conflict resolution procedures. The Board must adhere to all provisions of the organizations's bylaws and articles of incorporation.
8. Ensuring that new Board Members are recruited and orientated as required.
9. Evaluating the Board's performance as a whole and also of each Board member individually.
 - This may be done through self evaluation and/or through evaluation by the membership and/or through external evaluation.

10. Hiring and staffing.

-This involves creating job descriptions, providing adequate supervision and support to staff and evaluating the performance of staff. As well this means the Board must institute a fair system of policies and procedures for human resource management.

11. Appointing the Nominating Committee Chairperson.

12. Ensuring that the business and financial records of the Society are maintained in accordance with all legal and taxation requirements and ensuring that adequate financial controls are in place to protect the Society, it's members and the public.

13. Conducting research and gathering data as necessary, in order for the organization to make major decisions affecting existing services or expansion of services.

14. Upholding the bylaws and policies and supporting and promoting the objectives and goals of the Society.

15. Safe guarding the Society by overseeing, evaluating the goals, data analysis and outcomes of projects, services and programs.

-This may be done by reviewing referral statistics, peer client/counsellor evaluations , statistical referral information, conducting surveys of the membership or clients, survivors and professionals and consulting with S.O.A.R.'s resource people and other professionals.

16. Communicating and consulting with the membership.

-This means reporting to and consulting the membership on a regular basis and ensuring there is always at least one director on each committee. This includes holding a minimum of one general meeting in addition to the AGM each year, organizing the AGM and preparing an annual report for the AGM.

Executive

Position title: Chairperson

Responsibilities:

- To uphold the by-laws, ethics and guidelines and promote the objectives, goals and public image of the Society.
- To chairs all board, executive and general meetings including the annual general meeting. To prepares an agenda and provides follow up on agenda items for all board, executive and general meetings including the annual general meeting.
- To ensure that all members are treated fairly and respectfully and have an equal opportunity to express their opinions, view points and concerns at meetings.
- To assure the board fulfills it's responsibilities for the governance of S.O.A.R. To ensures that new board members receive orientation training in a timely manner. To provides the deciding vote when there is an equality of votes during Board meetings.
- To provide leadership to the Board, the membership at large and all committees.
- To consult with the Board, to appoint the chair of the Education, Public Relations and Awareness, Financial, Membership Services Committees. To ensure that the Peer Counselling Services Committee has a representative on the board. To collaborate with the Board to prepare the annual report for presentation to the membership at the AGM and to ensure that it is distributed to the appropriate individuals, groups and organizations.
- To oversee and evaluate the management of the Society's services, programs and projects and provide ongoing guidance, support and evaluation to the Board and it's committees.
- To serves as an ex officio member of all committees.
- To liaise with the Annapolis Valley District Health Authority (AVDHB), Mental Health Services on issues concerning S.O.A.R.
- To ensure protection of the confidentiality of the Peer Counsellor and Peer Client personal information and the integrity of S.O.A.R.

Position title: Second-chairperson (a.k.a. Co-Chair, Vice-Chair)

Responsibilities:

- To uphold the by-laws, ethics and guidelines, and promote the objectives, goals and public image of the Society.
- To understands the responsibilities of the chairperson and assumes the chairperson's duties whenever the he/she is absent from the Board, executive and general meetings including the annual general meeting. To provide assistance to the chairperson as required and to cooperate with the chairperson to ensure that the functions and responsibilities of the chairperson and the Board are performed.
- To attend all board, executive and general meetings including the annual general meeting.
- To ensure that peer counseling members receive ongoing education.
- To serve on at least one standing committee.

Position title: Past-Chairperson

Responsibilities:

- To uphold the by-laws, ethics and guidelines and promote the objectives, goals and public image of the Society.
- To ensure a smooth transition of leadership to the new Chairperson by transferring information on ongoing projects and programs and by supporting and assisting he or she as they assume their duties. In the absence of both the chairperson and the second-chairperson to assume the responsibilities of the chairperson including chairing meetings.
- To promote S.O.A.R. within the community.
- To serve on at least one standing committee.

Position title: Secretary

Responsibilities:

- To uphold the by-laws, ethics and guidelines, and promote the objectives, goals and public image of the Society.
- To attend all board, executive and general meetings including the annual general meeting .
- To take and distribute, minutes for board, executive and general meetings including the annual general meeting, to members. To provide notice of upcoming meetings in a timely and appropriate manner.
- To prepare and maintains the list of S.O.A.R. members, directors, peer counselling members, consultants, committees, committee chairs and members including addresses and phone numbers.
- To maintain the official records and filing system for S.O.A.R. including:
 1. copies of the constitution, by-laws, code of ethics and guidelines and any amendments to the same.
 2. all monthly, executive and AGM meeting minutes and committee reports.
 3. original copies of all correspondence, grant applications and other official S.O.A.R. documents.
- To checks S.O.A.R. post office box regularly or to arrange for it to be checked. To record all correspondence in the correspondence log book and determine if it should be dealt with immediately or handled at the regular monthly meeting. To record in the log to whom it was given or what action was taken. To notify immediately the appropriate individual or committee chair if time is of the essence.
- To serve on at least one standing committee.

Position title: Treasurer

Responsibilities:

- To uphold the by-laws, ethics and guidelines of the Society and to promote the objectives and goals of the Society. To enhance and promote S.O.A.R.'s public image.
- To attend all board, executive and general meetings including the annual general meeting
- To serve on the Financial Services Committee and to collaborate with the Financial Services Committee to prepare financial reports as required for all grants, meetings and government agencies, to develop an annual budget and to plan and conduct fundraising activities.
- To submit an annual budget to the Board of Directors for approval and presentation at the AGM.
- To maintain accurate and complete financial records. Including obtaining and filing the original copies of all receipts for items which have been paid for out of S.O.A.R. funds (send copies only with grant reports).
- To prepare and submit a Treasurers report at each Board and general meeting including the AGM.
- To maintain copies of all grant applications and distribute these to the appropriate individuals so that the appropriate financial records are kept. To ensure that reports are submitted, as required under the grant.
- To implement all financial controls as directed by the Board to protect the Society and the public.
- To sign all checks, financial reports, and financial statements on behalf of the Society.
- To prepare and submit the necessary financial reports and records for annual audit as required in by-laws.

Position title: Committee Chair

Responsibilities:

- To uphold the by-laws, ethics and guidelines of the Society and to promote the objectives and goals of the Society.
- To attend committee meetings.
- To facilitate meetings and to determine the date, time and location of committee meetings. To ensure all committee members are informed of meeting information in a timely and appropriate manner. To provide leadership and support to committee members and to sets the agenda for committee meetings and provides follow-up on agenda items.
- To ensure accurate records are kept of committee business (the Chair may designate a secretary). To collaborate with committee members to prepare regular reports for the board of all resource requirements, plans, decisions and motions for the consideration of the board.
- To ensure all members of the committee are treated fairly, respectfully and have equal opportunity to express their opinions, view points and concerns in any discussion at meetings.
- To present or to arrange for the presentation of regular reports to the board.

Members

General members are responsible for:

1. Electing the officers and the Directors of the Society.
2. Upholding the bylaws and policies and supporting and promoting the objectives and goals of the Society.

Peer counseling members are responsible for:

1. Choosing the Chair of the Peer counseling services committee.
 - The committee could consist of all peer counseling members or the PC members may choose to have a smaller committee. In which case once appointed the committee chair would appoint additional members to the committee as requested by the PC members.
2. Delivering confidential, timely and effective peer counseling services to survivors of childhood sexual abuse.
3. Collecting the appropriate data on each referral they peer counsel and for ensuring that each peer client receives a "Peer Client Evaluation Form" for completion and for requesting that this form be submitted to S.O.A.R. Peer counsellors are to submit all data and any evaluation forms they may receive to the Peer Counselling Services Committee.
3. Upholding the bylaws and policies and supporting and promoting the objectives and goals of the Society.

Committees

The Peer Counseling Services Committee is responsible for:

1. Ensuring the delivery of peer counselling services to adult male and female survivors of childhood sexual abuse, in all of the areas served by S.O.A.R. in a confidential, timely and effective manner.
 - This includes (but may not be limited to) the one to one, same and cross gender peer counselling, group facilitation and co-facilitation services.
2. All referral activities.
 - This includes screening all referrals to determine readiness to participate in and appropriateness for peer counselling, matching each referral with a peer counsellor based on type of counselling requested (ie same or cross gender) location, availability and compatibility and ensuring that referrals and clients who could benefit from the services of a mental health professional receive an appropriate and timely referral. This also includes submitting non confidential data on each referral to the Board of Directors for statistical analysis and evaluation.
3. Conducting self-evaluations of peer counselling services and supports.
 - this means reviewing and acting on information or concerns arising from the evaluation forms submitted by peer clients and the statistical information obtained from the referral data.
4. Organizing a confidential monthly peer counseling member support meeting that provides an opportunity for peer counseling members to support each other's personal and peer counseling concerns in a safe and respectful environment, to resolve interpersonal issues and to grow as individuals and peer counsellors.
 - This means not only ensuring that members have the opportunity to receive personal, peer counselling and educational support, but that this support is regularly available so that it has the chance to be effective and so that individuals feel supported by the group.
 - Support meeting time should be divided between ongoing education, peer counselling support and personal support in as flexible a way as possible. The committee will ensure that a qualified resource person or S.O.A.R. member facilitates each meeting.
5. For liaising with the Annapolis Valley District Health Authority (AVDHB), Mental Health Services on issues related to peer counseling services.
 - This includes having a PC member represent S.O.A.R. at the Mental Health Services, Strategic Planning Committee meetings.
6. Consulting with the peer counseling members to identify educational requirements and for submitting such requests to the Education Committee.
7. Communicating and consulting with the Board of Directors.
 - This means reporting to the Board on a monthly basis and ensuring that there is always at least one Board member on the committee at all times. Reports are to include proposed projects, plans, resource and support requests as well as updates, results and recommendations. As well these reports afford an opportunity for the peer counseling members to express their concerns and issues as they emerge and to bring forth their ideas and suggestions for consideration of the Board.

The Education Services Committee is responsible for:

1. Organizing and conducting the peer counseling and group facilitation training programs in collaborating with Annapolis Valley District Health Authority (AVDHA), Mental Health Services to train adult survivors of childhood sexual abuse to peer counsel with male and female adult survivors on a same or cross gender basis.
 - This includes screening potential peer counseling trainees; collaborating with program trainers to identify, obtain, review and adapt training materials as necessary; collaborating with Mental Health Services to obtain trainers (in house or external) and conducting all activities involved in organizing the training.
2. Supporting the co-facilitation program.
 - this involves recruiting and/or screening of individuals wishing to become co-facilitators, as well as arranging, overseeing and supporting their training
3. Ensuring the ongoing education of the peer counseling members.
 - This involves collaborating with the peer counseling services committee to identify the educational needs of the peer counseling members; identifying, reviewing, evaluating, sourcing or developing information, materials and training programs as necessary. It includes organizing and delivering or arranging for the delivery of ongoing education. This education can be obtained in house or external and may be delivered in any manner appropriate such as seminars, case discussions, guest speakers, workshops etc.
4. Organizing and overseeing the training of trainers through the Train the Trainer Program to ensure that S.O.A.R. will be able to offer high quality training to future peer counsellors.
 - This includes identifying S.O.A.R. members who wish to become qualified trainers and who are willing to commit to participating in a practical training course with S.O.A.R. trainers, cooperating with the program trainers to arrange and oversee their training.
5. For liaising with the Mental Health Services on issues related to peer counselling services education.
 - This includes arranging for trainers, consulting on educational programs and materials and arranging for guest speakers etc.
6. Communicating and consulting with the Board of Directors.
 - This means reporting to the Board on a regular basis and ensuring there is always at least one Board member on the committee at all times. Reports need to be prepared and submitted prior to each Board meeting and each General and Annual General Meeting as requested by the Board. Reports are to include proposed projects, plans, resource and support requests, as well as, updates, results and recommendations. These reports afford an opportunity for the Education committee members to express their concerns and issues as they emerge and to bring forth their ideas and suggestions for consideration of the Board.
7. Conducting evaluations of education services and supports.
 - this means reviewing and acting on information or concerns arising from the evaluation forms submitted by education participants and consulting with trainers resource people and peer counselors.

Public Relations & Awareness Services Committee is responsible for:

1. Increasing the awareness of the community of the impact of childhood sexual abuse on the individual, the family and the community

- This will include developing and organizing public education/awareness information and training on topics related to childhood sexual abuse, organizing and delivering presentations on the topic of childhood sexual abuse to survivors, the community at large, medical professionals, clergy and educational institutions, conducting public information booths at such functions as health fairs, secondary educational student information days and other community events. This will also include responding to topics related to childhood sexual abuse or peer counselling as they are presented in the media.

2. Collaborating with The Health Resource Centre of The Eastern Kings Memorial Community Health Centre, to make library resource and educational information pertaining to childhood sexual abuse available to all survivors, their families, support persons and other members of the communities which S.O.A.R. serves.

3. Promoting S.O.A.R. and it's services within Nova Scotia.

-This includes but is not limited to identifying, developing and carrying out public relations strategies such as interviews with various media representatives, attending education events, health fairs, public presentations, poster campaigns, newspaper articles and organizing booths at workshops organized by other community groups.

4. Managing the S.O.A.R. website, developing and arranging for the printing or creation and distribution of flyers, brochures and other promotional material.

5. Liaising with other community groups (including Annapolis Valley District Health Authority (AVDHA), Mental Health Services) and organizations in order to facilitate communications and foster co-operation.

-This will include participating in community based organizations such as Health Boards, Inter-agency Committees on Family Violence, Advisory Councils on Sexual Violence and Mental Health Services, Strategic Planning Committee in an effort to have a positive influence on and a voice in decision making and change, as they affect all health consumers and specifically survivors of childhood sexual abuse.

6. Political action & advocacy.

7. Communicating and consulting with the Board of Directors.

- This means communicating with the Board on a regular basis and ensuring that there is always at least one Board member on the committee at all times. As well the committee is requested to prepare and submit a written report prior to each regularly scheduled meeting of the Board as well as each general and annual general meeting. Reports are to include proposed projects, plans, resource and support requests as well as updates, results and recommendations. These reports afford an opportunity for the committee to express concerns and issues as they emerge and to bring forth ideas and suggestions for consideration of the Board.

The Financial Services Committee is responsible for :

1. Obtaining funding for S.O.A.R. projects.
 - This includes developing and implementing fundraising plans and events, pursuing grants, seeking private and corporate donations etc.
2. Implementing all financial controls as directed by the Board to protect the Society and the public.
 - This means ensuring accurate tracking, monitoring and accounting of all funds of the Society and distributing copies of all grants to the appropriate individuals in order that everyone is aware of all reporting dates, grant restrictions, etc. Arranging for auditing of the Society's financial records and reports.
4. Developing an Annual Budget in collaboration with the various committees and submitting the budget to the Board of Directors for approval.
5. Financial reporting and accounting.
7. Communicating and consulting with the Board of Directors.
 - This means communicating with the Board on a regular basis and ensuring that there is always at least one Board member on the committee at all times. As well the committee is requested to prepare and submit a written report prior to each regularly scheduled meeting of the Board as well as each general and annual general meeting. Reports are to include proposed fundraising projects, plans, resource and support requests, updates and results of fundraising efforts. These reports can also be used as an opportunity for the committee to express concerns and issues as they emerge and to bring forth ideas and suggestions for consideration of the Board.

The Membership Services Committee is responsible for:

1. Recruiting members and directors
 - This involves screening individuals wishing to become members of S.O.A.R.
2. Orienting new members and Board members.
3. Membership retention
4. Communicating and consulting with the Board of Directors to identify required human resources and to identify where and when these resources are needed.
 - This means communicating with the Board on a regular basis and ensuring that there is always at least one Board member on the committee at all times. As well the committee is requested to prepare and submit a written report prior to each general and annual general meeting. Reports are to include proposed recruitment plans, resource and support requests and results. These reports can also be used as an opportunity for the committee to express concerns and issues to the Board and to bring forth ideas and suggestions for consideration of the Board.

This document was created by combining three files "org roles and res 02.wpd, Job descriptions 03.wpd and job desc and roles and resp.wpd" into one document

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