

### **Announcement: 2024 Communities Recruitment**

We are pleased to announce the launch of the recruitment process for the 2024 ARIDO Communities Volunteers.

With the dissolution of the ARIDO Chapters underway, we are now beginning the establishment of the new regional model, ARIDO Communities. As presented to the ARIDO membership and community at large, this new model will require newly appointed volunteers to serve in volunteer positions that will support the implementation and operations of the model in 4 regions across Ontario.

We are therefore opening the call for those individuals who have an interest in volunteering.

#### **CENTRAL ARIDO COMMUNITY**

- From east to west Oshawa to Mississauga.
- From north to south, includes Downtown Toronto core to King City.

#### **EASTERN ARIDO COMMUNITY**

- Ottawa, Kingston, Belleville and Pembroke.

#### **NORTHERN ARIDO COMMUNITY**

- Barrie, Owen Sound, Goderich, Huntsville, Parry Sound, North Bay, Timmins, Sudbury, Sault Ste. Marie and Thunder Bay

#### **WESTERN ARIDO COMMUNITY**

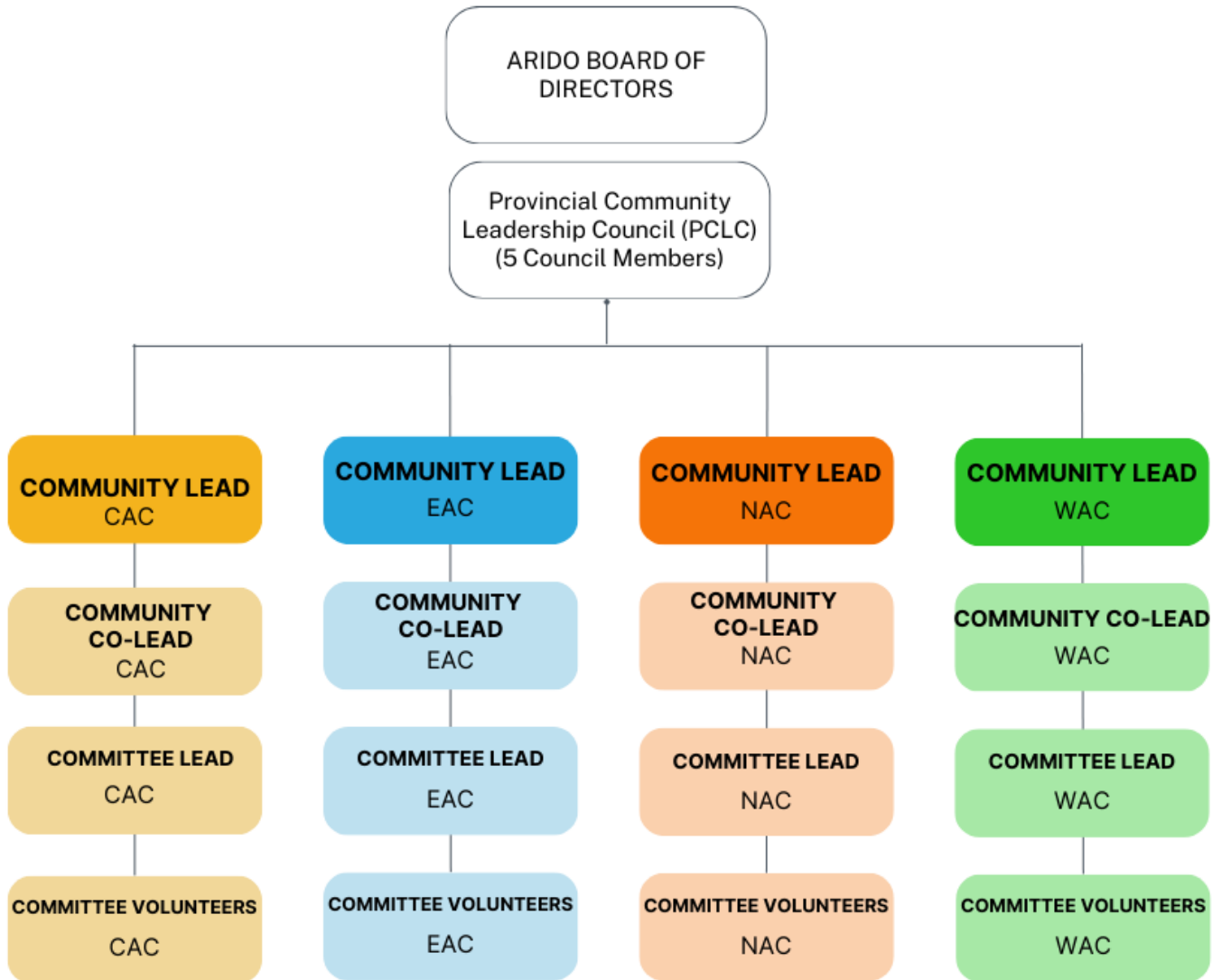
- Oakville, Milton, Guelph, Burlington, Hamilton, Cambridge, Kitchener, Waterloo, Stratford, Woodstock, London, Chatham, Windsor, and Niagara region

#### **2024-2026 Term – Community Lead and Co-Lead Recruitment**

- The ARIDO Board of Directors invites nominations of interest to serve as the Community Lead.
- The call for nominations will close May 31, 2024.
- Once appointed, the PCLC will review all Community Leads and appoint them for the 2024-2026 term.

The information that follows in this document contains more information and details on the roles and responsibilities, including information on the Chapters Model.

## Organizational Chart and Roles



## POSITIONS OPEN FOR NOMINATIONS

The following positions are now officially open for recruitment:

- Community Leads
- Community Co-Leads
- Committee Volunteers

The following are additional details and criteria you need to know to determine if you qualify:

Volunteer Opportunity	Criteria
Community Leads	<ul style="list-style-type: none"><li>• Must be a Registered member of ARIDO.</li></ul>
Community Co-Leads	<ul style="list-style-type: none"><li>• Must be a Registered member of ARIDO.</li></ul>
Regional Volunteers	<ul style="list-style-type: none"><li>• May be a member of ARIDO including Student, Intern, Educator, Retired, Life or Registered Member.</li><li>• Non-members of ARIDO also qualify.</li></ul>

- a. **Community Leads:** Community Leads ensure consistency and regional representation. The Community Lead is the primary representative of their region and will attend all PCLC meetings as non-voting members. Where the Community Lead cannot attend a PCLC meeting, the Co-Lead will attend in their place. Where a Community Lead has missed 3 consecutive PCLC meetings, they will be notified in writing, by head office, of the dissolution of their appointment. In this scenario, the Co-Lead would be expected to step into the Community Lead position.

The Community Lead will also serve as an immediate regional liaison and report back to their local ARIDO Community with updates that are relevant to their region or upcoming activities and programming. It is anticipated that Community Leads will also eventually move up into PCLC appointments.

- b. **Community Co-Leads:** The Community Co-Lead acts as the incoming Lead and will shadow the Community Lead with the commitment and intent to step into the Community Lead role in the next term. Where the Community Lead cannot attend a meeting, the Co-Lead will attend in their place.
- c. **Regional Volunteers:** Regional volunteers support the local community by serving on a Community Committee. Upon joining a Community, the volunteer can identify where their interests are in relation to supporting the local Community initiatives. Serving on a Committee is a one-year term.

## **ROLES AND RESPONSIBILITIES**

### **Community Lead**

- Is elected by the PCLC to serve as Community Lead.
- Would qualify to step into PCLC leadership in the future.
- Oversees the regional community and ensures the Community is organized.
- Facilitates their Community in the development of the annual strategic plan and budget.
- Facilitates their Community to identify what local Committees are required to support their annual strategic plan.
- Does not carry a vote at PCLC meetings or towards PCLC business.
- Attends quarterly PCLC meetings to take information back to their local Community.

#### **Time Commitment:**

- Attend Monthly Meetings with regional Community Volunteers.
- Attend Quarterly PCLC meetings.
- Volunteer Term runs from 2024 to 2026

### **Community Co-Lead**

- Is elected by the PCLC to serve as Community Co-Lead.
- Shadows the Community Lead with the expectation to eventually step into the Community Lead role.
- Supports the Lead in overseeing the regional community and ensuring the Community is organized.
- Supports in facilitating the Community to develop the annual strategic plan and budget.
- Supports in facilitating the Community to identify what local Committees are required to support their annual strategic plan.
- Does not carry a vote at PCLC meetings or towards PCLC business.
- Attends quarterly PCLC meetings when the Lead is unable to attend in order to take information back to their local Community.

#### **Time Commitment:**

- Attend monthly meetings with regional Community Volunteers.
- Attend Quarterly PCLC meetings, where the Community Lead cannot make it.
- Volunteer Term runs from 2024 to 2026.

## **REGIONAL VOLUNTEERS**

- Develop proposed annual strategic plan and activities for the region.
- Develop proposed annual budgets for all local activities and initiatives to support strategic plan.
- Develop sponsorship targets and packages.
- Secure sponsorship locally and manage the relationships with local industry supporters.

#### **Time Commitment:**

- Attend monthly meetings with the Community Lead and Co-Lead.
- Attend monthly meetings with the local Committee you are assigned to.
- 1-2 hours per month to support initiatives related to the Committee you are assigned to.
- Volunteer Term runs from 2024 to 2026.

## **COMMUNITY LEAD AND CO-LEADS: RECRUITMENT AND APPOINTMENTS**

During the launch of the Communities Model and at the time of transition from Chapters to Communities, a volunteer recruitment and call out will occurring in Spring 2024, for the May 2024 to April 2026 Term.

The Community Lead and Co-Leads recruitment and appointment process will mimic ARIDO's Committee recruitment with call outs locally within the region seeking volunteers.

Once the PCLC is formed and appointed by the ARIDO Board in Spring 2024, the first order of business for the PCLC will be the review and appointment of Community Leads and Co-Leads for each of the regions. The PCLC will also review and appoint supporting volunteer for Regional Community Committees.

## **COMMITTEE FOCUS AND INITIATIVES**

The mandate of all ARIDO Community Committees is to support the organization in meeting the goals and objectives of the ARIDO Strategic Plan. Committees are in place to represent the best interest of the organization and the profession while maintaining the interests of the public as a priority. Committees provide guidance and leadership to the organization as it relates to the mandate identified in the Terms of Reference.

Upon the appointment of the Community Leads, Co-Leads and local volunteers, an initial meeting will occur to enable the local volunteers to discuss and identify the priorities for the coming operational year.

Each Community will also, as a result, determine the Committees that will be formed locally to support in achieving the priorities for the coming year, while identifying unique needs for their local members and the region. Each Committee must align with the identified priorities and can be formed as a hybrid with multiple priorities being under one Committee.

*See Appendix A for a list of Committee Areas of Focus.*

## **COMMITTEE CHAIR APPOINTMENTS**

Once Committees are identified along with mandates and priorities, the Regional Community can proceed with appointing Committee Chairs amongst the local volunteers appointed to their Community.

## **COMMITTEE TERMS**

Committees will have a term of one year at a minimum. The PCLC can decide upon annual review if the mandate and scope of work of the committee is still relevant.

## **COMMITTEE RESOURCES**

Communities will have access to ARIDO Staff resources to support in the operational execution of the Community's work and mandate. External Consultants may be engaged to work with a committee but only if approval from the PCLC to do so has been secured. An annual budget may be assigned to the Community to assist in carrying out their mandate. The PCLC will advise Community Leads on approved initiatives and budgets.

## **APPENDIX A: *Committee Areas of Focus.***

### **LOCAL PUBLIC AWARENESS (residential and/or commercial)**

- ☐ Regional/local public facing tradeshow – booth presence and/or speaking opportunities to educate the public.
- ☐ Local media coverage – magazine, radio or tv formats.
- ☐ High school outreach – executing ARIDO's Design Charrette.\*\*
- ☐ Collaboration with other local organizations, chapters and societies on a public awareness front to educate about the value of partnering with ARIDO members.

### **EMERGING PROFESSIONALS SUPPORT**

- ☐ Hold Career Express locally: portfolio prep and portfolio review.\*\*
- ☐ Mentorship program – Registered members mentoring student and intern members.\*\*
- ☐ Co-op placements for local students in local firms.
- ☐ NCIDQ or Canadian Alternative prep sessions.\*\*
- ☐ Newcomer welcome session to ARIDO; focus on internationally trained newcomers.\*\*

### **EDUCATION OPPORTUNITIES**

- ☐ Catching up on CEUs Event
- ☐ Equity, Diversity, Inclusion and Accessibility education – focus on what the local members believe is relevant for their region.

### **MEMBER RECOGNITION AWARDS**

- ☐ Local run scholarship program for students.
- ☐ ARIDO Fellow Membership
- ☐ ARIDO Honorary membership
- ☐ Local Project & Talent recognition\*\*
- ☐ Emerging Professionals Award\*\*

### **ARIDO MEMBER VALUE AWARENESS**

- ☐ Promotion of ARIDO's Best Practice Series
- ☐ Blog//ARIDO
- ☐ ARIDO Contracts
- ☐ Other

### **NETWORKING EVENTS**

- ☐ Sports Activity focused event, ie golf tournament, Gutterball
- ☐ Mix & Mingle event
- ☐ Holiday Party and Celebration
- ☐ Arts or theme focused event, ie AxD
- ☐ Fundraiser