

BellAliant

pioneers
a volunteer network
un réseau de bénévoles



NL Pioneer Chapter 105

Handbook

Roles and Responsibilities

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Introduction

The purpose of this document is to highlight the key responsibilities associated with each position within the Bell Aliant Pioneer NL Chapter 105. As you read through this document you will see that there is a four-year commitment expectation for the individual chosen as 2nd Vice President as he/she moves from this elected to that of Past President. Also, there is a two-year commitment expectation for the individual chosen as the Junior Life Member as he/she moves from this elected position to that of Senior Life Member. Furthermore, you will note that the Chapter Executive includes a voting Officer chosen by our sponsor company Bell Aliant, and two Chapter appointed non-voting positions, that of Treasurer and Administrator.

Being a member of the Chapter Executive is a great experience with a great opportunity to network and fellowship with other Pioneers across Newfoundland and Labrador, Canada and at the International level. Regardless of your position, your role comes with the expectation that you will:

- Demonstrate and promote the values of Pioneering, including volunteering at some of the many Chapter/Club activities and projects throughout the year.
- Embrace and assist the Chapter as it endeavors to deliver on its Business Plan goals and objective.
- Support the Bell Aliant Pioneer Manager in his/her endeavors to show value back to Bell Aliant for their continued sponsorship.

1. Past President

Purpose: The purpose of the Past President position is to mentor the current President and other Chapter Executive.

Estimated Timeline: Minimum one year commitment to this position.

Preparation: Mentorship from Past President during Presidential year.

Competencies:

- Leadership
- Decision Making
- Team Building
- Problem Solving
- Public Speaking
- Networking
- Organizational Skills

Key Responsibilities:

- Organize succession planning for the following year's executive and Chair nomination committee
- Attend Chapter Board meetings as a **voting** member of the Board

Benefits of the Position: Completing the final year on the Chapter Executive will allow the Past President to see the results of the previous year of planning and leadership success.

2. President

Purpose: The purpose of the President position is to help ensure the sustainability of Pioneering within Newfoundland and Labrador by helping to facilitate a strong partnership between the Newfoundland and Labrador Pioneers and its sponsor company Bell Aliant, and by ensuring both regular and life members continue to work together to help improve the communities in which they live and those in need.

Estimated Timeline: Minimum one year commitment to this position.

Preparation: Mentorship from President during year as 1st Vice President.

Competencies:

- Leadership
- Decision Making
- Team Building
- Problem Solving
- Public Speaking
- Networking
- Project Planning
- Organizational Skills

Key Responsibilities:

- Facilitate the building and execution of the Chapter Business Plan
- Chair Chapter Board Meetings, including the Annual General Meeting, as a **voting** member of the Board
- Chair monthly Pioneer Club Meetings
- Represent Chapter 105 on the:
 - Canadian Pioneer Board of Directors as a **voting** member of the Board (including preparing mid-year Chapter Report)
 - Bell Aliant Tri-Chapter Group
 - Emergency alert Board of Directors as a **voting** member of the Board
- Liaise with NL PlayDay Lottery Chair, Bell Aliant Pioneer Lottery Primes and the Computers for Schools Chair
- Ensure annual award applications are submitted to the National Awards Committee
- Represent Chapter 105 at the annual International/ National Telecom Pioneer Conference and Award

- International Pioneer **voting** delegate when international bylaw changes are being tabled as per article VIII of the International Bylaws
- Foster a relationship with the Pioneers and Bell Aliant Internal Community Relations

Benefits of the Position:

This position provides a great opportunity to meet Bell Aliant Executives as well as meet and work with Pioneers from other areas within Newfoundland and Labrador, Canada and at the International level.

3. 1st Vice President

Purpose: The purpose of the 1st Vice President position is to assist the President in the execution of his/her duties. Note: The person holding this position will move into the Presidency once the current President has fulfilled his/her term in office.

Estimated Timeline: Minimum one year commitment to this position.

Preparation: Learnings gleaned during year as 2nd Vice President.

Competencies:

- Leadership
- Decision Making
- Team Building
- Problem Solving
- Public Speaking
- Networking
- Project Planning
- Organizational Skills

Key Responsibilities:

- Serve as backup for the President when needed
- Attend Chapter Board meetings as a **voting** member of the Board
- Represent Chapter 105 on the Canadian Pioneer Board of Directors as a **non-voting** member of the Board, including attending Q3 business planning meeting and presenting the quarterly Chapter Report
- International Pioneer **voting** delegate when international bylaw changes are being tabled as per article VIII of the International Bylaws
- Complete annual award submissions to the National Awards Committee
- Plan and execute the annual Chapter/Club Executive Training Sessions
- Plan the Chapter Annual General Meeting

Benefits of the Position: This position provides a great opportunity to meet Bell Aliant Executives as well as meet and work with Pioneers from other areas within Newfoundland and Labrador, Canada and at the International level.

4. 2nd Vice President

Purpose: The purpose of the 2nd Vice President position is to learn and familiarize his/herself with the roles of the Chapter Executive. Note: The person holding this position will move into the 1st Vice Presidency position once the current 1st Vice President has moved into the Presidency position.

Estimated Timeline: Minimum one year commitment to this position.

Preparation: Learning for this position will occur while in the position. This is an elected entry position into the Chapter Executive.

Competencies:

- Leadership
- Decision Making
- Team Building
- Problem Solving
- Public Speaking
- Networking
- Project Planning
- Organizational Skills

Key Responsibilities:

- Assist and support President and 1st Vice President when needed
- Attend Chapter Board meetings as a **voting** member of the Board
- Assist 1st Vice President in completing annual award submissions to the National Awards Committee
- Assist 1st Vice President in planning and executing the annual Chapter/Club Executive Training Sessions
- Chapter Project Liaison for various Chapter Level Projects including but not limited to
 - I Like Me
 - Janeway Telethon (volunteers)
 - Christmas Stockings
 - Kids Help Phone (volunteers)
 - Heart Pillows

Benefits of the Position: This position provides a great opportunity to meet Bell Aliant Executives as well as meet and work with Pioneers from other areas within Newfoundland and Labrador.

5. Senior Life Member

Purpose: The purpose of the Senior Life Member position is to provide guidance to the Chapter Executive from past Pioneering experience and to promote the partnership between life and regular members.

Estimated Timeline: Minimum one year commitment to this position.

Preparation: Learnings from role as Junior Life Member as well as from past Pioneering experiences.

Competencies:

- Leadership
- Decision Making
- Team Building
- Problem Solving
- Public Speaking
- Networking
- Organizational Skills

Key Responsibilities:

- Assist and support President when needed
- Attend Chapter Board meetings as a **voting** member of the Board
- Liaison between the Chapter Executive and Life Member Clubs
- Promote programs and activities of Life Members
- Represent Chapter 105 on the Canadian Pioneer Board of Directors as a **non-voting** member of the Board
- To represent Chapter 105 at the annual International/ National Telecom Pioneer Conference and Award Ceremony
- International Pioneer **voting** delegate when international bylaw changes are being tabled as per article VIII of the International Bylaws
- To facilitate activities around Volunteer Week and Pioneer Week on behalf of the Chapter

Benefits of the Position: This position provides a great opportunity to meet Bell Aliant Executives as well as meet and work with Pioneers from other areas within Newfoundland and Labrador, Canada and at the International level.

6. Junior Life Member

Purpose: The purpose of the Junior Life Member position is to assist the Senior Life Member in the execution of his/her duties. Note: The person holding this position will move into the Senior Life Member position once the Senior Life Member has fulfilled his/her term in office.

Estimated Timeline: Minimum one year commitment to this position.

Preparation: Mentorship from Senior Life Member as well as from past Pioneering experiences. This is an elected entry position into the Chapter Executive.

Competencies:

- Leadership
- Decision Making
- Team Player
- Problem Solving
- Public Speaking
- Networking
- Organizational Skills

Key Responsibilities:

- To serve as backup for Senior Life Member when needed
- Attend Chapter Board meetings as a **voting** member of the Board
- Promote the partnership between the life and regular members
- Promote programs and activities of Life Members
- Manage membership, membership quality assurance and membership audits

Benefits of the Position: This position provides a great opportunity to meet Bell Aliant Executives as well as meet and work with Pioneers from other areas within Newfoundland and Labrador.

7. Bell Aliant Pioneer Manager

Purpose: This is a Bell Aliant employee role. The person holding this position is chosen by Bell Aliant to represent the organization across all Bell Aliant sponsored Chapters.

Estimated Timeline: As decided upon by Bell Aliant.

Key Responsibilities:

- Liaison between the Chapter Executive and our sponsor company Bell Aliant
- Attend Chapter Board meetings as a **voting** member of the Board
- Represent Chapter 105 on the Canadian Pioneer Board of Directors as a **voting** member of the Board
- International Pioneer **voting** delegate when international bylaw changes are being tabled as per article VIII of the International Bylaws
- Manage Community Relations for Bell Aliant Pioneers
- Demonstrate and promote the value of the partnership between the Pioneers and its sponsor company Bell Aliant
- Manage Bell Aliant's Pioneer sponsorship budget
- Manage legal matters that impact Bell Aliant/Bell Aliant Pioneers

8. Administrator

<u>Purpose:</u>	The purpose of the Administrator position is to provide administrative support to the Chapter Executive.
<u>Estimated Timeline:</u>	Minimum one year commitment to this position. Extended as agreed to by the Chapter Executive.
<u>Preparation:</u>	This is an appointed position into the Chapter Executive.
<u>Competencies:</u>	<ul style="list-style-type: none">▪ Team Player▪ Public Speaking▪ Networking▪ Organizational Skills
<u>Key Responsibilities:</u>	<ul style="list-style-type: none">▪ Manage Chapter Board meeting logistics (bookings, facilities, etc)▪ Attend Chapter Board meetings as a voting member of the Board▪ Issue meeting agendas, minutes, and other communications to Chapter Executive▪ Issue meeting agendas, minutes, and other communications to Club Officers▪ Work with Chapter/Club Presidents to create year end report for Chapter Annual General Meeting▪ Report all Chapter related volunteer hours▪ Take on role of PALS Administrator▪ Prime for tracking and reporting Chapter Business Plan Statistics
<u>Benefits of the Position:</u>	This position provides a great opportunity for the individual to learn about the various positions within the Chapter Executive, to meet Bell Aliant Executives as well as meet and work with Pioneers from other areas within Newfoundland and Labrador.

9. Treasurer

- Purpose: The purpose of the Treasurer position is to maintain the financial records of the Chapter to meet approved accounting principles.
- Estimated Timeline: Minimum one year commitment to this position. Extended as agreed to by the Chapter Executive.
- Preparation: This is an **appointed** position into the Chapter Executive.
- Competencies:
- Financial Accounting
 - Team Player
 - Public Speaking
 - Networking
 - Organizational Skills
- Key Responsibilities:
- Attend Chapter Board meetings as a **voting** member of the Board
 - Maintain Chapter 105's financial records to meet approved audit requirements
 - Manage Chapter bank accounts, deposit of funds, fund distribution, etc
 - Provide monthly and year end financial reports to Chapter Executive
 - Facilitate annual budget build
- Benefits of the Position: This position provides a great opportunity for the individual to learn about the various positions within the Chapter Executive, to meet Bell Aliant Executives as well as meet and work with Pioneers from other areas within Newfoundland and Labrador.