



Position: Part-time Volunteer - President

Location: ON -- Durham Region

The President is an officer within the Chapter Leadership Council. The successful candidate will have the ability to motivate and manage the Chapter Leadership Council and ensure the goals of the chapter are being met.

Essential Functions:

- presides at all business meetings of the chapter, including the Annual General Meeting
- prepares agenda for meetings with the help of the Secretary
- delegates duties and responsibilities to the Chapter Leadership Council
- oversees all chapter activities
- oversees chapter finances and is one of the chapter signing authorities
- serves as liaison between the chapter and the provincial office of Autism Ontario
- attends (or sends a delegate) to Autism Ontario provincial meetings, including Presidents' Council, Regional Meetings and the Annual General meeting
- must be accessible by email to address issues between meetings
- grooms a successor
- continues to sit on the CLC as Past-President when a new President is elected, to provide support and guidance

Qualifications:

- leadership skills
- high degree of initiative and the ability to work independently
- must be proactive with the ability to anticipate the needs of the chapter
- must be knowledgeable of the mission and purpose of the chapter
- excellent computer skills
- superior organizational, time-management and problem-solving skills
- excellent interpersonal and communication skills
- knowledge of autism spectrum disorders is required
- presentation skills an asset

**If you are interested in this volunteer position,
please contact our Volunteer Coordinator:**

autismdurham.volunteer@Gmail.com

We thank all applicants for their submissions. We will attempt to match all potential volunteers to meaningful and rewarding roles that are best suited to them.

AutismONTARIO - Durham Region

Realize Community Potential Program Office & Chapter Mailing Address
21980 Highway 12, Sunderland, Ontario L0C 1H0 CANADA
Toll Free Phone/Fax 1-866-495-4680 • Email durham@autismontario.com