



2025 VOLUNTEER – ROLES AND RESPONSIBILITIES

At CAUFP, our portfolios offer a wide variety of volunteer positions for those looking to bolster their resumes, give back to the community in a meaningful way, and gain invaluable experience. Click the contents below to view a list of all the portfolio, volunteer positions, and what they entail:

VOLUNTEER EXPERIENCE (TWO POSITIONS AVAILABLE)

COMMUNITY PARTNERSHIP (FOUR POSITIONS AVAILABLE)

MARKETING & COMMUNICATIONS- (ONE POSITION AVAILABLE)

PROGRAMMING (FOUR POSITIONS AVAILABLE)

CORPORATE GOVERNANCE (THREE POSITIONS AVAILABLE)

MEMBERSHIPS (FOUR POSITIONS AVAILABLE)

FINANCIAL LITERACY (FOUR POSITIONS AVAILABLE)

WESTERN CHAPTER (FOUR POSITIONS AVAILABLE)

VOLUNTEER EXPERIENCE (TWO POSITIONS AVAILABLE)

Available Role(s):

- Portfolio Lead (2)

Volunteer Coordinator Responsibilities:

- Develop and implement strategies for recruiting, onboarding, and retaining volunteers.
- Serve as the primary point of contact for volunteers, addressing inquiries, concerns, and feedback in a timely and professional manner.
- Foster a supportive and inclusive volunteer culture, promoting teamwork, collaboration, and mutual respect.
- Develop creative ideas to enhance volunteer participation and the overall volunteer experience, with a focus on developing an attractive reward & recognition program.
- Collaborate with internal stakeholders to identify volunteer needs and opportunities for improvement.

COMMUNITY PARTNERSHIP (FOUR POSITIONS AVAILABLE)

Available Role(s):

- Portfolio Leads (2)
- Scholarship Committee Lead (1)
- Grants Lead (1)

Community Partnership Volunteer Responsibilities:

- Support the development and execution of strategies for innovative value proposition programs with community partners.
- Support the development of annual and long-term goals for member value through strategic partnerships with community partners.
- Collaborate with the Vice President of Community Partnership to operationalize campaigns, including negotiation, maintenance, and recognition of community sponsors.
- Oversee the design and implementation of sponsorship packages and communications with sponsors, working in conjunction with the VP Marketing & Communications.
- Structure revenue and cost projections with the VP Finance for the annual organizational budget.

MARKETING & COMMUNICATIONS - (ONE POSITION AVAILABLE)

Available Role(s):

- Portfolio Lead, Marketing & Communications/Engagement & Campaigns (1)
- OR**
- Associate (1)

Marketing and Communications Volunteer Responsibilities:

- Collaborate with our talented graphic designer to craft captivating and informative content that showcases our programs and initiatives.
- Curate and cultivate CAUFP's blog platform, sharing compelling stories and insights to inspire our audience.
- Respond promptly to marketing-related emails from various departments, ensuring smooth communication and coordination.
- Assist in organizing our implementation calendar, ensuring timely execution of marketing campaigns and initiatives.
- Provide valuable input and ideas to enhance our presence across all social media platforms, fostering meaningful connections with our community.

PROGRAMMING (FOUR POSITIONS AVAILABLE)

Available Role(s):

- Portfolio Lead (2)
- Associate (2)

Programming Volunteer Responsibilities:

- Assist in the conceptualization, planning, and execution of events, including but not limited to networking mixers, panel discussions, workshops, and professional development seminars.
- Contribute ideas and insights for event topics, themes, and speakers that align with CAUFP's mission and objectives.
- Coordinate logistics for events, including venue selection, catering arrangements, audiovisual equipment setup, and attendee registration.
- Support the Marketing & Communications team in promoting events through various channels, including social media, email newsletters, and website updates.
- Provide on-site support during events, ensuring smooth execution and addressing any issues or concerns that may arise.
- Gather feedback from event attendees and stakeholders to evaluate event success and identify areas for improvement.

- Work collaboratively with other CAUFP teams and volunteers to integrate programming initiatives with overall organizational objectives.

CORPORATE GOVERNANCE (THREE POSITIONS AVAILABLE)

Available Role(s):

- VP, Corporate Governance (1)
- Associate (2)

Corporate Governance Analyst Responsibilities:

- Assist in creating and distributing agendas for Board meetings and the Annual General Meeting.
- Accurately record and distribute minutes for Board, Executive Committee, and Corporate Advisory Board meetings, as well as the Annual General Meeting.
- Help develop and maintain an up-to-date Board planning calendar.
- Assist in managing a comprehensive contact list of board members, including appointment dates, term details, and bios.
- Support the updating of the Association's Minute Book and legal documents.
- Assist in overseeing the Association's incorporation, not-for-profit status, and facilitating annual filings.
- Conduct research on governance best practices and provide recommendations for improving board processes.
- Ensure all official acts of the Board are accurately recorded in the minutes.

MEMBERSHIPS (FOUR POSITIONS AVAILABLE)

Available Role(s):

- Portfolio Leads (3)
- Associate (1)

Membership Volunteer Responsibilities:

- Develop and implement strategies for attracting, converting, and growing Association members.
- Collaborate with the Technology Lead to update and maintain the membership database.
- Enhance decision-making for members, including benefits and pricing strategies, using relevant data, statistics, and analytics.
- Regularly analyze the database to support recruitment and retention activities.
- Respond promptly to inquiries from current and prospective members.
- Assist the Director of Events and Director of Professional Development in planning and executing member events.

- Coordinate with the VP Partnership and VP Membership for the delivery of membership initiatives.
- Prepare periodic reports on membership statistics.

FINANCIAL LITERACY (FOUR POSITIONS AVAILABLE)

Available Role(s):

- Portfolio Leads (2)
- Associate (2)

Financial Literacy Volunteer Responsibilities:

- Assist in executing strategies to deliver financial literacy programs tailored to members, youth, and the general public.
- Support the creation and distribution of educational materials, both online and in print, ensuring they are engaging and informative.
- Help organize and facilitate workshops, webinars, and other events to educate the community on financial topics.
- Collaborate with speakers and partner organizations to enhance the program's outreach and effectiveness.

WESTERN CHAPTER (FOUR POSITIONS AVAILABLE)

Available Role(s):

- British Columbia Associate (2)
- Alberta Associate (2)

Vice Presidents (VPs)

Overview:

The Vice President provides strategic leadership, oversees portfolio operations, and ensures that the team's objectives align with the organization's mission and vision.

Key Responsibilities:

- Lead strategic planning and oversee the implementation of portfolio goals.
- Supervise Portfolio Leads and Associates, providing mentorship, guidance, and performance feedback.
- Collaborate with the President to align programs and initiatives across the portfolio.
- Approve key reports, budgets, and project deliverables before submission.
- Represent the portfolio at board meetings and organizational events.
- Ensure compliance with organizational policies and uphold standards of excellence.

Skills/Qualifications:

- Strong leadership and decision-making abilities.
- Excellent communication and stakeholder management skills.
- Proven experience managing teams or large-scale initiatives

Portfolio Leads

Overview:

The Portfolio Lead coordinates their assigned operations within the portfolio. They collaborate and work closely with Associates, ensuring effective execution of goals and delivery of results that align with the organization's mission.

Key Responsibilities:

- Oversee their assigned portfolio task which includes any planning, task assignment, and progress tracking within the portfolio.
- Collaborate with Associates to ensure accountability, productivity, and smooth execution of initiatives.
- Provide regular updates to the Vice President on milestones, challenges, and performance outcomes.

- Identify process improvements and implement best practices to enhance efficiency.
- Foster teamwork, engagement, and collaboration across portfolio activities.

Skills/Qualifications:

- Strong organizational and coordination skills.
- Ability to mentor and motivate team members.
- Effective problem-solving and communication abilities.

Associates**Overview:**

Associates support the execution of initiatives within their assigned portfolio by contributing to planning, coordination, and delivery of activities. They play an essential role in ensuring smooth operations and supporting the overall success of the portfolio.

Key Responsibilities:

- Assist with any project execution, coordination, or administrative tasks as required.
- Conduct any necessary research, data collection, or documentation to support portfolio objectives.
- Collaborate with the Portfolio Lead and team members to ensure timely completion of deliverables.
- Support meetings, events, or communications related to ongoing initiatives.
- Contribute ideas and feedback to enhance efficiency and improve portfolio outcomes.

Skills/Qualifications:

- Strong attention to detail and organizational ability.
- Effective communication and teamwork skills.
- Adaptability and willingness to learn across various functions.