

Ottawa Disability Coalition: Volunteer Chair

If you are interested in the work of the Ottawa Disability Coalition (ODC) and wish to be considered for the volunteer position of Chair as described below, or have any questions about the ODC and this position, please send an email to Ottawadisabilitycoalition@gmail.com. Applicants for the position must explain why they are applying and provide sufficient information on their qualifications.

Ottawa Disability Coalition Mission and Objectives

Mission: To build a fully inclusive community in which all persons with disabilities have equitable access to the same opportunities and activities as other citizens of the City of Ottawa.

Objectives:

- To provide a forum to explore shared systemic and issues of concern for persons with disabilities and prepare a response.
- To engage with decision makers (government, funders and other relevant individuals/groups) on issues of shared concern.
- To promote & improve person-centered services and supports for people with disabilities.
- To facilitate partnerships that will leverage and maximize human and financial resources.
- To engender increased awareness and support of disability matters in the community that are reflective of relevant legislative frameworks.

Chair

The role of Chair is to provide leadership and direction to allow the ODC to move forward in achieving its mission and objectives. This will be achieved through:

- Facilitating the sharing of ideas and information, participating and guiding in setting the strategic direction and priorities and undertaking work on behalf of the ODC
- Playing an active role in the strategic planning, educational, advocacy and partnership building
- Promoting the work and image of the ODC

Tasks of the Chair

Actively Support the ODC's Mission.

The Chair and Co-Chair will work together to determine how to share the work:

- Prepare and preside all ODC meetings
- Work closely with the Coalition members and disseminate information to/from the members
- Work closely with partners (ie. Non-members who express interest in the ODC and its efforts) and attend their meetings with the purpose of a advising and disseminating information from these partner organizations and contributing information re: the ODC where appropriate.
- Contribute to the long term viability of the ODC and the succession of the group.
- Research and keep informed of the issues to understand the preoccupations of the sector and advise on a course of action required for the ODC's.
- Provide insights into potential partnership opportunities and strategic planning
- Appoint such standing and special committees as he/she deems advisable
- Responsible for the general supervision of corporate affairs, but may delegate such duties to other persons as he/she deems advisable

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Skills of Chair

(a) Job Competencies

Knowledge

- Knowledge of issues affecting persons with disabilities and other vulnerable individuals
- Aware of and sensitive to cultural and special needs

Skills

- Excellent interpersonal and communication skills
- Ability to work well within a team or on an individual basis and being self-directed
- Good organizational skills

Behaviour

- Working collaboratively within the team and with partners
- Willingness to learn and adapt to new situations

(b) Qualifications/Experience

- A proven track record of leading a team and understanding the importance of team building
- A demonstrated ability to work with people from various backgrounds
- Skills in planning and managing a project or program
- Demonstrated experience in leadership and coaching
- A demonstrated ability to **use critical thinking**
- Demonstrated problem solving skills
“Lived experience” with a disability, whether living with a disability or perhaps being a care partner, would be an asset

Setting

The Chair will work from their home or office.

ODC meetings are generally held at a member’s location in Ottawa.

The chair is expected to attend meetings and other events organized by others in the Ottawa area, which relates to and impacts the work of the ODC.

Term and Schedule

The ODC operates on a three year strategic planning cycle. The term of the Chair would be generally set to match this three year cycle. The Chair may serve for a maximum of two (2) terms.

ODC member meetings are generally held quarterly and each meetings lasts approximately 2 hours.

The Chair can expect to devote 8 to 10 hours a month throughout the year, and this is flexible upon the requirements and demands.

Orientation

Succession planning is being undertaken so overlap will be built in if possible.

The outgoing Chair will assume the position of an “ex-officio” for a term of one year to provide advice, guidance and continuity.

Screening

Screening will be undertaken as appropriate at the time.