

Ottawa Disability Coalition: Volunteer Co-Chair

If you are interested in the work of the Ottawa Disability Coalition (ODC) and wish to be considered for the volunteer position of Co-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.

Co-Chair

The role of Co-Chair is to work with and support and/or fill in for the Chair 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 Co-Chair

Actively Support the ODC's Mission.

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

- Perform such duties and have such areas of responsibility as the ODC shall prescribe, and will exercise all the powers of the Chair in the event the Chair is unable to perform their duties.
- Advise the ODC on strategies related to marketing/branding. As well as develop policy and provide oversight related to the marketing efforts of the ODC, offer feedback on marketing strategies, and recommend and/or participate in marketing research and analysis
- 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

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Skills of Co- Chair

The ODC will attempt to recruit Coalition Members to match the skills required.

(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 Co-Chair will work from their home or office.

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

The Co-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 Co-Chair would be generally set to match this three year cycle. The Co-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 Co-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 Co-chair is expected to succeed the Chair to provide continuation and ensure a transition.

Screening

Screening will be undertaken as appropriate at the time.