

AVA Liaison Network Terms of Reference

The Professional Administrators of Volunteer Leaders Ontario (PAVRO), in its pursuit of excellence in volunteer resources management, values alliances with other professional associations. PAVRO understands that alliances offer many benefits and actively seeks and supports local, national and international associations.

Purpose

To foster strong volunteer engagement practices and increased communication amongst Associations for Volunteer Administrators (AVAs) and other local volunteer engagement groups in Ontario through education, mentoring, networking, advocacy, support and outreach.

Membership

Local volunteer engagement groups in Ontario (some are known as AVAs)

- Local volunteer engagement groups in Ontario appoint one member each to be their representative to the PAVRO AVA Liaison Network. These representatives are called AVA Liaisons.
- AVA Liaisons are encouraged to become PAVRO members but do not have to be members of PAVRO to represent their local association.

PAVRO

- PAVRO will appoint 1-3 three of its members to convene the PAVRO AVA Liaison Network. The convener(s) will report to the Board through one of its Directors.

Frequency of Meetings

AVA Liaisons will meet via teleconference as determined by the conveners (up to a maximum of six times per year.) Liaisons are asked to have a minimum 50% attendance at meetings per year (September through June). If unable to attend they may send a replacement from their AVA.

Review of Terms of Reference

AVA Liaisons will review and amend these Terms of Reference annually or as required.

Quorum

To achieve a quorum, a minimum of five representatives in attendance must vote.

Roles and Responsibilities

Convener(s)

- Coordinate teleconferences and annual in-person meeting at the PAVRO Conference
- Chair, record and keep time at teleconferences
- Distribute an agenda a minimum of one week prior to each meeting
- Complete and distribute minutes of each meeting no more than one week after the meeting has taken place
- Report regularly on group activities to the PAVRO Board
- Promote local AVA/organizational memberships to PAVRO Members

AVA Liaisons

- Attend teleconferences and in person meeting from September to June
- Share news, updates etc. on behalf of the AVA they represent at each teleconference
- Mutually support each other through the sharing of resources, best practices, trends and other related information

- AVA Liaisons will promote PAVRO membership and the annual conference to their local AVA
- Cross promote professional development opportunities and events amongst AVAs
- The AVA Network Liaison will coordinate meeting during the Conference after hours such as dinner at a restaurant

PAVRO

- Provide teleconferencing resources to the AVA Liaison Network
- Identify local AVA on the annual PAVRO membership renewal form
- List participating AVAs on PAVRO website with appropriate links
- Provide support and guidance to AVA issues/needs where deemed appropriate

Approved: May 5, 2017