

CODA Task Groups and Committees Call for Volunteers! ***Participate in one of Canada's Foremost Drug Abuse Prevention Charities***

The Council on Drug Abuse (CODA) is accepting applications from those individuals interested in volunteering for any of CODA's Task Groups and Committees.

CODA is a charitable, non-profit organization that develops and delivers preventive drug abuse education programs in schools for students, teachers and parents. CODA is seeking volunteer candidates in preparation for its 40th year of operation in 2009.

We're looking for dynamic individuals interested in helping to fulfil our mission:

To prevent and reduce substance abuse through education impacting children and youth.

Which Task Groups and Committees are Seeking Volunteers?

PROGRAMS STEERING GROUP

Mandate: To ensure the relevancy of CODA programs

Responsibility:

- Continually monitor and assess CODA programs
- Explore best practices and evidence-based research about effective in-school youth drug abuse prevention programs

MARKETING/COMMUNICATIONS TASK GROUP

Mandate: To raise the public profile of CODA

Responsibility:

- Design an effective communication plan that is task-focused and supports four main initiatives:
 - Fundraising
 - Program awareness
 - Drug abuse prevention messaging for youth
 - Drug abuse prevention messaging for adults
 - 40th anniversary campaign (2009 only)

RESOURCE DEVELOPMENT COMMITTEE

Mandate: To support CODA's fundraising and cost-cutting initiatives

Responsibility:

- Work with the executive director and board of directors to generate leads and/or contacts that can assist CODA recruit/develop:
 - Volunteers
 - Donations
 - Gift-in-kind donations
 - Service-in-kind donations

CODA Board of Directors Appointment/Election Call for Nominations *Participate in one of Canada's Foremost Drug Abuse Prevention Charities*

The Council on Drug Abuse (CODA) announced the start of its board of directors appointment/election process with a call for nominations for director candidates.

CODA is a charitable, non-profit organization that develops and delivers preventive drug abuse education programs in schools for students, teachers and parents. CODA is seeking director candidates in preparation for its next board of directors appointment/election held each year in November.

Call for Director Nominations

CODA seeks dynamic individuals with an interest in their mandate to join its board of directors. CODA's nomination committee accepts public nominations for the nomination committee's slate of director candidates until the end of September each year.

CODA Board of Directors Election Nomination Process

CODA has selected a nomination committee responsible for considering nomination committee candidates for the final nomination committee slate. A final list of nomination committee candidates will be posted on CODA's website by mid-October of each year.

CODA Board of Directors Election

CODA members will appoint/elect directors during the CODA annual general meeting, held in November of each year, from the final nomination committee slate.

Who is Eligible to Become a CODA Director?

A comprehensive list of criteria, along with an application form and instructions, is attached.

BOARD OF DIRECTORS MEMBER CRITERIA and APPLICATION FORM

The nominating committee will review the following factors when considering applicants for possible nomination as executive member representatives on the CODA board of directors.

Board Core Competencies

1. Governance

- i. Demonstrates an understanding of the distinction between governance and management, and acts appropriately in a governance role.
- ii. Shows a good appreciation of the Association's mission and strategic plan, and is able to evaluate and provide insight into strategic direction.
- iii. Contributes to the achievement of the Association's objectives by effectively applying knowledge, experience and expertise to the issues confronting the Association.
- iv. Provides insights into board effectiveness and identifies opportunities to enhance board application of governance models and theoretical frameworks.

2. Knowledge and Judgment

- i. Demonstrates adequate knowledge of the profession to understand and question the assumptions upon which the Association's business plans are based.
- ii. Demonstrates sufficient knowledge of financial matters to judge financial indicators of the Association's performance.
- iii. Appropriately questions data and information presented to the board for its deliberations.
- iv. Demonstrates an ability to identify the costs, benefits and risk implications of board decisions.

3. Participation and Preparation

- i. Evidences diligent preparation for meetings (is prepared, knows material and actively participates).
- ii. Arrives on time, is attentive and present for the duration of all meetings.
- iii. Available when needed; is accessible and approachable.
- iv. Accepts and volunteers for tasks and related work that furthers the strategic direction of the Association.

4. Communication

- i. Respects the confidentiality of the Association's business information and the deliberations of the board.
- ii. Contributes meaningfully and knowledgeably to board discussions, providing valuable input and advice to management.
 - a. Expresses views frankly and openly in board meetings.
 - b. Listens to, respects and encourages the expression of opinions by other board members.

5. Teamwork

- i. Demonstrates a high standard of personal values and ethics and expects ethical behaviour from members of the Association.
- ii. Interacts well with other board members, staff and membership, as appropriate.
- iii. Shows sensitivity to complex relationships that exist among governments, the Association, special interest groups, the board chair and executive director.

- iv. Understands the importance of solidarity in board decisions, even though the director may not agree with the decision taken.

6. Fundraising

- i. Makes a personal donation to the association.
- ii. Provides at least one 'warm lead' for a major donor per year.
- iii. Understands the principles of philanthropy and applies them to all fundraising efforts of the Association.

7. Overall Board Performance

- i. Makes a positive contribution to the long-term viability of the Association as a professional association and to the succession of the board.
- ii. Demonstrates an ability to assist the board in meeting the strategic objectives of the Association.
- iii. Contributes to consensus-building and decision-making by consensus.
- iv. Shows an understanding of, and willingness to respond to members' needs.
- v. Contributes to the overall effectiveness of the mission and preferred future of the Association.

**Board of Directors
Volunteer Application Form**

APPLICANT NAME:

FULL MAILING ADDRESS:

YEARS OF EXPERIENCE IN NOT- FOR-PROFIT SECTOR:

COMPANY NAME :

POSITION & DEPT.:

DO YOU HAVE EMPLOYER SUPPORT FOR THIS VOLUNTEER POSITION?

IF YES, PLEASE EXPLAIN:

PHONE: _____ FAX: _____ E-MAIL:

APPLICANT SIGNATURE: _____ DATE :

Applicants must attach a typed 200 to 250 word outline that provides the nominating committee with an overview of their experience and qualifications in relation to the above criteria.



Completed application packages must be received at CODA by 5:00 p.m. on September 30th to the attention of:

ATTN: Nominating Committee
Council on Drug Abuse
111 Peter Street, Suite 505, Toronto, Ontario M5V 2H1
Fax: (416) 763-5343
E-mail: info@drugabuse.ca