

Volunteer Opportunities Form



SOAR MISSION:

The mission of the Society of Ontario Adjudicators and Regulators (SOAR) is to advance administrative justice through education, advocacy and innovation.

Why Volunteer with SOAR? Because it is a wonderful opportunity to network with others in the sector, make a contribution to a professional association and the administrative justice community, and to develop and share your professional knowledge and expertise.

Time Commitment? Committee attendance and participation is required at 90% of committee meetings conducted throughout the year (1-3 hours per meeting held during regular working hours), plus additional committee projects/tasks as required. Terms are for a 1 year period until the next SOAR Annual General Meeting. Time commitment for other SOAR activities (e.g. speaker/facilitator at SOAR events) will vary.

Committee Member Volunteer:

See attached short description of each committee. Please indicate preference in order of top 3 priorities:

- ☐ Conference Planning Committee
- ☐ Education Advisory Committee
- ☐ Effective Decisions Course Committee
- ☐ Elections Committee
- ☐ Finance Committee
- ☐ Membership and Public Relations Committee
- ☐ SOAR Administrative and Management Network (S.A.M.N.) (formerly Assets Conference Committee)
- ☐ SOAR Medal Search Committee
- ☐ SOAR Medal Selection Committee (as appointed by the SOAR Board)
- ☐ SOAR-Osgoode Certificate in Adjudication Advisory Committee (replaced ATC Course Committee - currently full)
- ☐ Special Projects Committee
- ☐ Strategic Planning Committee
- ☐ Website and IT Committee

Event Speaker/Facilitator Volunteer:

Please specify SOAR event: _____

Other Volunteer:

Please specify: _____

Name: _____

Organization: _____

Business Address: _____

Telephone: _____ Fax: _____

Email (for future correspondence): _____

Reasons I would like to serve on this Committee: _____

Related Experience/Expertise: _____

See over for further details...

NAME OF COMMITTEE / MEETING SCHEDULE	DESCRIPTION OF PURPOSE AND ACTIVITIES
Conference Planning Committee - Monthly meetings 10 months' duration	To plan the SOAR annual conference: - Identify business session topics - Source/liase with speakers - Develop promotional materials - Feedback - Encourage registration
Education Advisory Committee - Ad hoc meetings - Ongoing	- Resource to other committees as needed/requested - Provide educational expertise as needed/requested - Keep abreast of and advise the Board of current educational issues, resources and trends in the adjudicative community - Liaise with other associations e.g. BCCAT, CCAT, AFAJ, OBA, CBA regarding educational and training matters - Identify common education and training needs of administrative justice staff and members - Recommend strategies to the Board of Directors for the financing of new initiatives and programs
Effective Decisions Course Committee - Ad hoc meetings - Ongoing	- Propose/source appropriate expert facilitators - Assist with the execution of the course as required - Provide advice and consultation as required
Elections Committee Ad hoc meetings	Oversee a fair annual election process for SOAR: - Review/revise "Call for Expressions of Interest" for distribution to SOAR members - Present nominations slate to the AGM - Attend AGM and announce results - Attend Board meeting and present suggested slate of officers
Finance Committee Ad hoc meetings	- Prepare annual budget. - Oversee all revenue and expenditure items - Recommend investment strategies to the Board
Membership & Public Relations Committee - Quarterly meetings - Ongoing	Create and maintain superior public awareness within the administrative justice community of SOAR products and services: - Promote, solicit and maintain SOAR membership - Promote benefits of SOAR Annual Conference - Promote benefits of SOAR courses - Showcase members' contributions - Develop and maintain a regular newsletter
SOAR Administrative and Management Network (SAMN) - Monthly meetings - Ongoing	To serve as a discussion, networking and peer review group for staff and management: - Provide a discussion forum - Showcase and obtain feedback - Share best practices and resources - Professional development - Develop resources
SOAR Medal Search Committee As required	To ensure that appropriate nominees are found for the SOAR Medal.
SOAR-Osgoode Certificate in Adjudication Advisory Committee Meetings as required	Advisory Committee is currently full.
Special Projects Committee - Ad hoc meetings - Ongoing	- Organize special projects with assistance of volunteers - Examine requests for special programs and provide analysis and recommendations to the Board of Directors with respect to individual projects - Be able to react quickly to requests and present workshops/seminars on timely topics
Strategic Planning Committee Ad hoc meetings	Oversee implementation, refinement and monitoring of the SOAR Strategic Plan to serve the administrative justice community.
Website and IT Committee - Ad hoc meetings - Ongoing	Monitor and suggest revisions to the SOAR website, usefulness, value and user-friendliness.

SOAR activities and meetings usually take place during regular business hours. Please take this into account when making your volunteer commitment.

Volunteer Signature: _____ Date: _____

Please return this form to SOAR by scan/email or fax : info@soar.on.ca, 416.695.9977, or mail to: 1 Eva Road, Suite 304, Toronto, ON M9C 4Z5
For more information: Michele O'Bright, SOAR Administrator, 416.695.1271 Email: info@soar.on.ca www.soar.on.ca