



VOLUNTEER POSITIONS

WITH

PEOPLE'S CAR CO-OPERATIVE INC.

Human Resources Committee
November 2006

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1 INTRODUCTION

As a member of the People's Car Co-operative Inc. ("People's Car") there are many ways that you can volunteer your time and skills towards the Co-op. There are also many opportunities to gain valuable skills. For example, as a Co-op member you can:

- Volunteer as a Director of the Board; and/or,
- Volunteer your time and skills towards one of the many Non-director positions (e.g. volunteer on one of the Board Committees).

2 GENERAL DUTIES OF DIRECTORS

The following are the general duties of Directors:

- Attend and participate in monthly Board meetings
- Prepare for meetings by reading materials in advance
- Represent best interests of the membership in all Board decisions
- Assume legally responsible for all decisions of the Board – financial, employment, legal, etc.
- Participate in setting goals for the co-op and evaluating progress toward them
- Sit on at least one of the three Board Committees

Directors are elected by the Co-op's general membership at the Annual General Meeting (AGM). (Note: occasionally Director vacancies may come available during the year. In such circumstances the Board of Directors may choose to approve additional interested Co-op member(s) to the Board in order to fill any temporary vacancies.)

People's Car holds a Directors' and Officers' insurance policy with The Co-operators, which insures individual Directors against damages arising from any possible lawsuit(s) (i.e. the insurance policy insures against threats to personal property by covering costs associated with lawsuits against the Co-op).

3 DIRECTOR POSITIONS

The By-Laws of People's Car require a minimum of three (3) members of the Co-op to "serve" (i.e. volunteer) as Directors on its Board and a maximum of ten (10) (section 8.01). Below are four (4) Director positions that have "formal office" (i.e. portfolios):

President

Job Duties:

- 1) Chair Board and General Membership Meetings of the Co-op.
- 2) Plan and send out Board meeting agendas at least one week in advance of meetings.
- 3) Acquire a good working knowledge of the tasks involved in the day-to-day operation of the Co-op.
- 4) Maintain a larger-focus perspective on the Co-op, including both current and long-term

priorities, so as to chair Board meetings, use Board member time effectively, and direct members' efforts appropriately.

- 5) Sign official documents of the Co-operative, as required.
- 6) Represent the Co-op in an official capacity.

Ideal Characteristics:

- 1) Good meeting facilitator.
- 2) Good conflict-mediation and interpersonal skills.
- 3) At least 6-12 months as a member of the Co-op.
- 4) Have a professional and welcoming demeanor.

Skills:

- 1) Knowledge of and/or interest in cooperative principles, or relevant experience with nonprofit organizations.
- 2) Knowledge of car sharing organizations.
- 3) Good public communication skills.
- 4) Awareness / knowledge of the Co-op's history.

Secretary

Job Duties:

- 1) Record minutes of Board meetings.
- 2) Send Board Meeting minutes to all Directors within one week following each meeting.
- 3) Sign the minutes after their approval by the Board.
- 4) Maintain all official records of the Co-op (e.g. Minutes, By-Laws, Membership Agreements, contracts, etc.) and membership list in a secure location.
- 5) Chair meetings when the President is absent.

Ideal Characteristics:

- 1) Willingness and ability to pay attention to detail.
- 2) Ability to listen to all sides in order to present unbiased summaries of discussions.
- 3) Good meeting facilitator; ability to chair meetings.
- 4) Good conflict-mediation and interpersonal skills.

Skills:

- 1) Proficient writing skills, especially in summarizing discussions.
- 2) Good organizational and paper-management skills.
- 3) Ability to keyboard during meetings.

Treasurer

Job Duties:

- 1) Prepare, with staff assistance, financial statements quarterly for consideration by Board.
- 2) Prepare, with assistance from staff and the Finance Committee, budgets and financial projections for consideration by the Board.
- 3) Authorize expenses (i.e. signs cheques) within budgets approved by the Board.
- 4) Sign financial statements after their approval by the Board.

Ideal Characteristics:

- 1) Familiar with accounting practices
- 2) Willingness and ability to pay attention to detail.
- 3) Ability to read financial statements
- 4) Ability to manipulate computer spreadsheets
- 5) Ability to explain financial terms and details to those unfamiliar with accounting.

Skills:

- 1) Good mathematical skills.
- 2) Computer literate; familiar with accounting and spreadsheet programs.

Personnel Liaison

Job Duties:

- 1) Meet privately with staff at least quarterly to check in on employee issues (e.g. hours worked, vacation/sick time, conflicts with Directors/members/ staff, etc.).
- 2) Represent relevant employee issues to Board, with deference to issues of privacy.
- 3) Conduct annual evaluations of staff (requires evaluation forms to be filled out by staff and all Directors, and compilation into document obscuring identity of individual comments).
- 4) Be conscious of employee issues – e.g. how to retain good employees, fair compensation, etc.

Ideal Characteristics:

- 1) Excellent interpersonal and conflict mediation skills
- 2) Some experience in managing staff
- 3) Trusted by existing staff and Board members

(Refer to Appendix A for a list of current Directors and the date of expiry of their respective term on the Board. Refer to Appendix B for 2006-2007 openings.)

Directors-At-Large

In addition to the above four (4) Director positions there can be up to six (6) Directors-At-Large, for a total of ten (10) Directors (as per the Co-op's By-Laws).

Directors-At-Large hold no "formal office" (i.e. portfolio) with the Co-op but share equal decision-making power with all Directors on the Board. Directors-At-Large gain valuable management experience.

(Refer to Appendix A for a list of current Directors-At-Large and the date of expiry of their respective term on the Board. Refer to Appendix B for 2006-2007 openings.)

4 BOARD COMMITTEES

As mentioned above (i.e. under the section General Duties of Directors) each Director must sit on at least one of the three Board Committees. The following three Committees (3) assist the Directors carry out the work of the Co-op:

Finance Committee

The Finance Committee:

- Meets as often as needed or as directed by the Board to study financial issues and make recommendations to the Board
- May study and make recommendations on:
 - price increases
 - vehicle purchase decisions
 - attracting capital and investments
 - cash flow planning
 - member payment policies
 - grant proposals

Human Resources Committee

The Human Resources Committee:

- Meets as often as needed or as directed by the Board to study human resource issues and make recommendations to the Board
- May study and make recommendations on:
 - staff wages and benefits
 - grant proposals
 - staff hours and office hours
 - job descriptions
 - staff evaluations

Growth & Communications Committee

The Growth & Communications Committee:

- Meets as often as needed or as directed by the Board to study growth and communications issues and make recommendations to the Board
- May study and make recommendations on:
 - vehicle locations
 - member newsletter design
 - advertising campaigns
 - marketing budget (i.e. where best to spend it)

The Board Committees do not have the decision-making power of the Board, but often recommend decisions to the Board. Occasionally committees are empowered by a Board resolution to make a decision on the Co-op's behalf.

5 NON-DIRECTOR POSITIONS

Although each Director must sit on at least one (1) of the above Board Committees, Committee membership is open to ALL members (i.e. Non-directors) of the Co-op. Each Committee should have a minimum of two (2) Co-op members, not including staff (i.e. at least one Director and one Non-director).

Each of the three Board Committees will select a Committee Chair and a Committee Secretary (although secretarial duties are often shared among committee members). Below are the volunteer "job" descriptions for the respective Committee Chairs:

Finance Committee Chair

Job Duties:

- 1) Chair meetings of the Finance Committee

Ideal Characteristics:

- 1) Skills and experience in accounting and budget forecasting
- 2) Familiarity with financial history of the People's Car
- 3) Familiarity with car sharing industry
- 4) Good meeting chair

Human Resources Committee Chair

Job Duties:

- 1) Chair meetings of the Human Resources Committee

Ideal Characteristics:

- 1) Strong interpersonal and conflict mediation skills
- 2) Good meeting chair

Growth & Communications Chair

Job Duties:

- 1) Chair meetings of the Growth and Communications Committee
- 2) Lead the implementation of the People's Car's Communications Plan

Ideal Characteristics:

- 1) Skills and experience in marketing and communications
- 2) Familiarity with car sharing industry
- 3) Familiarity with the marketing plan of the People's Car
- 4) Familiarity with transportation demand management concepts
- 5) Good meeting chair

(Refer to Appendix B for a list of Non-Director Position openings for 2006-2007.)

6 OTHER NON-DIRECTOR POSITIONS *(new)*

Fleet Manager

Job Duties:

- 1) Coordinate vehicle maintenance and repair
- 2) Schedule each vehicle for regular oil changes, rust-proofing, check-ups, cleaning, etc.
- 3) Make recommendations to General Manager re: vehicle purchases, when/how to do repairs on vehicles, etc.

Ideal Characteristics:

- 1) Experience in automobile maintenance
- 2) Experience in vehicle purchasing
- 3) Familiarity with car sharing

Vehicle “Foster Parent”

Job Duties:

- 1) Take responsibility for one vehicle in the People's Car fleet
- 2) Inspect vehicle regularly for cleanliness (suggested weekly), and arrange for cleaning when necessary (book car through office to do car wash/vacuuming)
- 3) Potentially take vehicle to repair shop for routine planned maintenance (e.g., snow tires, oil change) when requested by staff.
- 4) Routine Inventory of car (e.g., In-car binders, clean-up kits, car seats, winter kit, w-w fluid, roadside assistance sticker, gas cards, P.I.N. card, stapler, pens, trip log books)

Ideal Characteristics:

- 1) Regular user of People's Car vehicles
- 2) Willingness to dedicate two hours a month to carry out duties.

Answering Service Back-Up

Job Duties:

- 1) Take responsibility for answering emergency calls to member booking line on evenings and weekends when staff are away
- 2) Direct answering service to give advice to members in event of vehicle collision, theft, car not returned, etc.

Ideal Characteristics:

- 1) Own a mobile phone
- 2) Have familiarity with the PCC car-sharing reservation system
- 3) Trained by People's Car staff

(Refer to Appendix B for a list of Other Non-Director Position openings for 2006-2007.)

APPENDIX A – CURRENT DIRECTORS

Current Director Positions and Expiration of Terms:

President	Jason Hammond – Sept' 08
Secretary	Michael Lee Zwiers – Sept '07
Treasurer	Bill Rieck – Sept '07

Current Directors-At-Large and Expiration of Terms:

Julia Dalla Rosa – Sept '08
Dan Unrau – Sept '08
Richard McLean – Sept '08

APPENDIX B – POSITION OPENINGS FOR 2006-2007

2006-2007 Director Position Openings:

Secretary

2006-2007 Directors-At-Large Position Openings:

Four (4) openings

2006-2007 Non-Director Position Openings:

Finance Committee Chair

Human Resources Committee Chair

2006-2007 Other Non-Director Position Openings:

Fleet Manager

Vehicle “Foster Parent”

Answering Service Back-up

Note: in addition to the above openings, ALL Co-op members are invited to volunteer on any and/or all three of the Board Committees.