

Role Description: Monitor Coordinator

Appointee

Vacant

Date of Appointment

Salary

This is an unpaid position

Key Responsibilities

To attend all meetings of the society and of the Directors.

To present to the Board, on a monthly basis, an update on the status of Monitors.

To maintain current communications with all Monitors

To Chair an annual Monitor meeting in person or virtually.

Specific Responsibilities

To oversee and monitor e-mail, including frequent checks on incoming emails to the CHC generic email address, retaining, printing and responding as appropriate.

To oversee, maintain and update the CHC Monitor list maintaining records of applicants with their name, email and phone details. Retaining an up to date copy in the CHC studio

To interview members interested in volunteering as a monitor and introduce them to the monitor duties checklist and ensure they feel they can do the jobs required.

To confirm to the Board nominees for completion of criminal record checks.

To develop and update schedules for Monitor shifts and retain a current copy in the CHC studio.

To develop and print Open Studio sign-in sheets and reservation sheets as needed.

To communicate with all Monitors by e-mail;

- any pertinent updates from the Board meetings
- replacements for vacant shifts
- updated contact list of names, phone number and emails and a current monitor schedule.
- confirm that monitor duties are being followed and provide updates as required

General Responsibilities

To agree to a Criminal Record Check on appointment and as required to maintain renewals

To act honestly and in good faith with a view to the best interests of the CHCS, in accordance with the CHC Mandate (Dec 2023)

To act in accordance with the Societies Act and ensure when exercising the powers and performing the functions as a Director, to do so with consideration of the purposes of the CHCS.

To disclose any conflict of interest or other conflicts promptly and ensure they are documented, to leave any meeting on the matter(s), to abstain from voting and take no action to influence the vote.