



# AORE Equity Challenge Leadership Position Description

**Purpose of Equity Challenge:** Available to both AORE members and non-members, this 4-6 week program is intended to provide resources and intentional reflection discussion to help each participant understand what it means to be anti-racist and consider how we collectively can facilitate this work within and on behalf of AORE.

**Authority of Equity Challenge Leads:** These AORE volunteers are overseen by AORE staff. The leads have the authority to provide advice and assistance to the AORE Staff on implementation of this program. In addition, it should be noted:

- AORE policy decisions will be made by the AORE Board of Directors.
- Equity Challenge Leads may not spend money that is not approved by the AORE National Office.
- In no case may any volunteer engage in activities which jeopardize AORE's tax-exempt status.

**Purpose of Equity Challenge Lead Position:** These volunteer leaders assist the National Office with planning, facilitating and encouraging participating in the AORE Equity Challenge.

**Leadership Length of Term:** To ensure institutional knowledge is maintained for the association, AORE would ideally like to have volunteer leadership commit to two years of service. This would include: year one as a main lead for the equity challenge and a second year, working with new volunteers to mentor them through the process of leading an equity challenge. Terms start of January 1 of each year. Ideally, onboarding commences in Q4 prior to the start of the term.

## Minimum Qualifications:

- Prospective volunteers must be a current AORE member in good standing. Preference may be given to applicants who have been a member of the Association for at least one year.
- Prospective volunteers should be familiar with the vision, mission, values, and strategic plan of the Association. This information can be found on the AORE website.
- Prospective volunteers should be familiar with the issues and history of the Association by reviewing the bylaws and minutes of the Association. This information can be found on the AORE website.

## Volunteer Leadership Selection Process:

1. Intention. Current Volunteer Leadership will be asked in Q3 if they intend to stay in their positions or step off.
2. For anticipated vacant positions, current leadership are asked to identify potential individuals and share those names with the National Office. A general call for volunteerism will also be sent to the entire membership.
3. All interested applicants will be invited to an information call with National Office staff and/or current volunteer leadership to ensure the commitment to serve the association this way.
4. Final selections will be made by the national office with input from current leadership.

## Duties and Responsibilities:

The Equity Challenge Leader will:

- Participate in Quarterly calls with National Office Staff to reflect on the previous work and discuss any adjustments needed.

- Update the AORE Equity Challenge Guide:
  - Curate the articles and/or videos to be included in this cohort of the Equity Challenge (with assistance from the National Office)
- Serve as the “Lead” for 4-6 reflection sessions, the responsibility for each call includes:
  - Reminding registered participants about the upcoming session
  - Preparing conversation starters for discussion related to topic
  - Facilitate the conversation using small group discussion skills
  - Support attendees in their discussion, processing, and overall conversation
- Following your session, provide any feedback or resources needed to the group [summarize tools shared or if you have knowledge of other resources]
- Participate in debrief of program with the National Office

**Compensation:** This is a volunteer position. Volunteers do not receive any compensation for their services.

**Estimated Time Commitment:** We estimate that this position requires approximately 3-4 hours per week during the live equity challenge. *Please note this is an estimate and that time will vary monthly based on projects and meetings.*

Quarterly calls with National Office: 4 calls x 1 hour = 4 hours

Leadership Institute = 2 hours

Onboarding = 2 hours

Updating the AORE Equity Challenge Guide = 4 hours

Promotion of the Equity Challenge to AORE members = 2 hours

Preparation for each Reflection Session Led = 2 hours x 4 calls = 8 hours per challenge

Facilitating Live Reflection Session = 1 hour x 4 calls = 4 hours per challenge

Reflection Session Follow Up/Feedback = 1 hour X 4 calls = 4 hours per challenge

Final Challenge Debrief with National Office = 2 hours [one to prepare, one to participate]

**In Return for Your Committed Volunteer Service We Promise:**

- There will be an open door to the Executive Director and Board of Directors.
- We will provide clear communication about the needs and issues relevant to AORE.
- We will attempt to ensure you have the materials necessary to be an ambassador for the mission in the community.
- We will support your orientation and continuing education as an AORE Volunteer Leader.
- We will celebrate and respect your volunteer service.