



AORE Summit Volunteer Leadership Position Description

Purpose of the Virtual Inclusive Summit: AORE hosts a virtual summit to provide attendees with a wider recognition of exclusionary practices within outdoor recreation and education and to help them gain better understanding of how they can actively work to make change as leaders in the industry. It is designed for people who facilitate outdoor recreation and education programs.

AORE will become a change agent by connecting, engaging, and supporting leaders who are making outdoors more accessible and inclusive of all.

- AORE is increasingly being asked to convene conversations for the industry around DE&I as well as outdoor facilitation through a DE&I lens
- We must understand and pull the lever of our membership – where they lead and how they can work to cultivate a more inclusive outdoor recreation industry
- We intend to use the Inclusiveness Summit to expand attendees professional development on learning how to caucus, further building our capacity and ability to convene

Authority of Virtual Inclusive Summit 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 the summit. In addition, it should be noted:

- AORE policy decisions will be made by the AORE Board of Directors.
- Virtual Inclusive Summit 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 Virtual Inclusive Summit Lead Position: These volunteer leaders assist the National Office with curating volunteers and facilitating small group training of Summit volunteers, promotion of the event, and encouraging participating in the AORE Inclusive Outdoor Recreation Summit.

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 allow for year one as a main lead and a second year, working with new volunteers to mentor them through the process. Terms start of January 1 of each year and end after the conclusion of the Summit in April.

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 if they intend to stay in their positions or step off in preparation for the next Summit.
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 **Virtual Inclusive Summit** Lead will:

Before the Summit:

- Support the training of our break out room volunteers so that they have the tools to facilitate conversations - in the field, in the classroom or in a virtual space.
- Recruit and train volunteers for the Summit with assistance from the National Office
- Coordinate the volunteers for the Summit
- Fill in gaps where needed in regards to task completion and workload
- Identify opportunities for Summit promotion [individuals, programs, etc.]
- Share content and messaging to expand engagement and attendance of the Summit

During the Summit

- Assist with and facilitate the small group conversations
- Fill in gaps where needed in regards to task completion and workload

Following the Summit

- Evaluation of volunteer experience
- Participate in debrief process post-event

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 30 hours over the first four months. On average, 2 hour per week. *Please note this is an estimate and that time will vary monthly based on projects and meetings.*

Onboarding = 2 hours

Updating the Small Group Discussion Guide = 4 hours

Recruitment of Volunteers for training = 2 hours

Hosting 2-4 web based trainings = 2-4 hours

Promotion of the Summit = 2 hours

Preparation for each Summit = 3-6 hours

Facilitating Live During Summit = 1 hour x 3 days = 3 hours per Summit

Summit 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.