



DOLRA Development Committee Member Job Description

<b>Position Title</b>	Dolra Development Committee Member
<b>Length of Term</b>	2 years
<b>Time Commitment</b>	5 to 12 hours/month

**Relevant Experience and Skills Requirements (Preferred)**

Prerequisite:

- Must be at least 18 years old.
- Reside fulltime or work within Chatham-Kent.

Skills/Abilities/Experience:

- Desire/willingness to assist in the betterment of Chatham-Kent
- Experience in animal related industry or relevant experience in animal behaviour
- Related professional development
- Responsible for leading people in the public, private, voluntary sector
- Demonstrated success in community work in some fashion
- Managerial or facilitative role
- Capacity building
- Leadership role; Planning role; Lead Organizer
- Open-mindedness and skills in listening
- Openness to criticism and suggestions
- Organization & communication skills (oral & written)
- Presentation skills are an asset
- Email access is preferred
- Time Commitment

**Position Summary**

Committee members are required to advise Council and administration regarding needs, operations design and partnerships for new, and/or emerging priorities on matters pertaining to the development implementation and operation of DOLRA throughout Chatham-Kent.

In fulfilling its purpose the Committee member shall,

- a. Be committed to the success of DOLRAS in Chatham-Kent.
- b. Communicate and cooperate with pertinent community partners for the purpose of development funding,
- c. Facilitate information exchange between the users of the facilities, to administration and Council.
- d. Promote the committee’s purpose and mandate and attend committee functions.

Committee Members Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**Key Responsibilities & Duties**

- Regularly attend meetings of the committee and important related meetings.
- Be an advocate of DOLRA facilities.
- Seriously commit to actively participate in committee work and willingly accept assignments and complete them thoroughly and on time.
- Stay informed about committee matters; be well prepared for meetings, and review and comment on minutes and reports.
- Take a genuine interest in other committee members and build a collegial working relationship that contributes to consensus.
- Actively participate in the committee’s annual evaluation and planning efforts.
- Participate in partnership development in order to help the Municipality to advance the implementation and development of DOLRA’S in Chatham - Kent.
- Create and/or maintain a log of meeting minutes, contacts and any other relative information gathered throughout the two-year term to be passed to the next committee member.
- To bring concerns to the committee’s table if they could negatively impact progress toward stated objectives, just as we do to celebrate/communicate our successes.
- To actively evaluate and solicit feedback on any policies that relate to the DOLRA’s, once a DOLRA is in place from the community.
- Positively communicate through education of the general public the benefits of DOLRA’s
- Regular site monitoring to ensure off leash areas operate according to DOLRA Rules and Regulations and help educate pet owners on usage of the area and to advise the Municipality of any problems or issues that arise.
- Monitor user actives and guidelines for code of conduct of owners and dogs
- Organize fundraising events to finance the purchase of desired optimal amenities for DOLRA’s.
- Liaise with the Municipality on any pertinent issues that require attention.
- Develop a mission statement to guide the committee into the future.
- Maintain a Volunteer Committee Membership list and notify the Municipality if the original number of volunteer committee members drops below 15 members.

Committee Members Signature: \_\_\_\_\_ Date: \_\_\_\_\_