



**Dignity
Seniors
Society**

Finance & Sustainability Working Committee Member Position Description

Position Title: Dignity Seniors Society Finance and Sustainability Working Committee Member

Length of Term: 1 year (renewable)

Approximate Hours/Month: 4-8

Reports To: DSS Finance and Sustainability Working Committee Chair

Position Description:

- Participates in long and short-range planning that strengthens and further develops the DSS Finance and Sustainability strategy
- Assists in the research, application and evaluation of DSS Financial sustainability plans and funding opportunities
- Builds relationships with 2SLGTBQI+/Seniors service providers, community groups
- Supports Board and working committee members to be successful in their roles

Responsibilities:

- Participate in Volunteer on-boarding to become familiar with Dignity Seniors Society's programs, policies and operations
- Attend monthly Working Committee meetings and other relevant meetings when necessary
- Collaborate with Committee Members on projects and proposals and give input into proposed funding and partnering opportunities when necessary
- Assists in identifying new sources of funding, helps with proposal writing, monitors funding submissions, monitors funders requirements for completion of funding contracts.
- Works with the communications committee to meet funder's advertising requirements for recognition of funded projects.
- Provide on-going evaluation of the Working Committee structure and performance
- Understand and promote Dignity Seniors Society's mission and values
- Participate in special events relevant to the Committee as needed
- Adhere to the Volunteer Committee conduct guidelines and policies
- Attend and participate in annual strategic planning and general meetings if able

Previous work or lived experience with/as 2SLGTBQI+ Seniors, and an understanding of non-profit grant applications and funding streams are considered an asset

All applications are encouraged and accommodations that mitigate any of the preferred skills and experience are available for applicants who request them

For more information please email: volunteer@dignityseniors.org