Executive Director (the role of the ED is laid out in the attached Board Policies) **3.6**

Member Services, Director
- Conferences
- Rosters
- Programs (Rural Neighborhood, Campuses)
- Member Categories
- Directories
- Newsletter
- Advocacy

Professional Development, Manager
- Co-deliver Certificate program with ADRIC
- Create and foster relationships with educational institutes
- Promote and advertise specialty courses (partnerships with course designers)
- Expand to blended and online courses and seminars
- Provide curriculum assistance for government accreditation (academic credit courses)

Designations and Accreditation, Lead
- Support Designations Committees
- Implement national Accreditation process for ADR training programs and instructors
- Oversee assessments
- Handle the appeals process (as per policy)
- Equivalency Checks

Executive Assistant
- Board support
- Team support
- Office management: equipment maintenance, supply orders, etc.
- Financial support staff to Bookkeeper (preparation of documentation re. revenue received)

Contract part-time Bookkeeper

CAMVAP Program Coordinator

Contractor(s)* - Project specific:
IT specialist: web support, social media, online surveys, etc.
Open House Coordinator: invitations, venue preparation and all related activities
Designations Coordinator: screen applications for completement, prepare for Committee review, take direction from Committee re. follow-up required; forwarding approved applications to ADRIC.
Registration Coordinator: coordinate with learners, instructors, venues and keep a database for education expenses/revenues; monthly reporting
* Contractor(s) may work remotely with access to ADRIA files (online)

Volunteers** - as available and as needed
** Volunteers may work on a project basis and also work as Interns (and receive conflict management training in lieu of payment)