

OTTAWA THERAPY DOGS INC. ORGANIZATION

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Board



BOARD OF DIRECTORS
(Chair, Vice-Chair , Secretary, Treasurer, Director)
 Provides strategic leadership and management including OTD and READ plans and priorities, committee mandates and memberships, strategic relationships, conflict management, budget, governance

Committees



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| <p><u>Board and Committee Membership</u>
 Researches and nominates new Board and Committee members</p> | <p><u>Standards and Practices</u>
 Develops and maintains facility assessment criteria
 Creates, modifies and maintains testing criteria for members, evaluators and mentors for OTD and READ.</p> | <p><u>Communication</u>
 Responsible for assessing PR and media relations and communications needs, including development and maintenance of newsletter, website, media contact list, and other required communication materials.</p> | <p><u>Member Outreach</u>
 Member education and social activities.</p> | <p><u>Fundraising</u>
 Responsible for fundraising events, seeking funding sources - both 1 time grants and ongoing, Completing grant applications
 Reporting against the grants.</p> | <p><u>Community Outreach</u>
 Represents and lobbies for OTD in the community by attending charity organization events, conferences, business and government events.
 Recruits new members.</p> |
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Volunteer Coordination for OTD and READ Teams



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| <p><u>Team Intake</u>
 Orients, evaluates, checks references, assigns placements and mentors new dog-handler teams</p> | <p><u>Team Management</u>
 Recruits and trains mentors, assigns mentors to handler teams, manages attrition and team related problem- solving</p> | <p><u>Review / Recognition</u>
 Initiates regular review of team assignments and facilities, identifies teams and facility contacts for recognition</p> |
| <p><u>Facility Qualification</u>
 Assesses new facilities for team placements, confirms facility contact persons</p> | <p><u>Facility Management</u>
 Develops and maintains relationships with facility contacts, gathers feedback about placements</p> | |

Admin



Administration
 Performs general administration including management of annual memberships, mass emails, master lists and general day to day finance (phone, supplies, etc.)
 Performs initial volunteer intake and facility contact.
 Helps to coordinate events, orientations and evaluations.
 Seeks funding sources in coordination with the Fundraising Committee.