

# vets beyond borders

Position Type	AFAP community partner officer
Duration	12 Months
Responsible to	VBB Board, AFAP
Main Role	Liaise between AFAP and the VBB board relating to the community partner program. Ensure VBB complies with the requirements of such.
Key Task, Duties and Responsibilities	<ol style="list-style-type: none"> <li>1. Communicate directly with the community partner manager within AFAP</li> <li>2. Stay up to date with the requirements of VBB within the AFAP community partner program and ensure that VBB is complying</li> <li>3. Ensure that appropriate action is taken where and when needed to ensure compliance with AFAP regulations</li> <li>4. Ensure that VBB is obtaining all available benefits as an AFAP community partner</li> <li>5. Assess the benefits and drawbacks of the partnership and advise the board</li> <li>6. Relay information from AFAP to the board and other members who need to know</li> <li>7. Make enquiries to AFAP on behalf of the board when necessary</li> <li>8. Attend the AFAP community partner's meeting to represent VBB</li> <li>9. Write a brief report about VBB activities for the AFAP general report and provide pictures</li> <li>10. Ensure that administrative staff have a complete understanding of the conditions under which VBB can give tax deductible receipts and ensure that there is a process in place to distribute receipts as quickly as possible to donors.</li> <li>11. Assist project directors in writing proposals to AFAP requesting the release of funds to board approved projects.</li> </ol>
Time Commitment	Average weekly time commitment: 4 hrs
Equipment Needed	Access to a computer and internet
Skills or experience required	<ol style="list-style-type: none"> <li>1. Financial member of VBB</li> <li>2. VBB Treasurer</li> </ol>

Apply	Please email your application letter and resume to <a href="mailto:volunteerpositions@vetsbeyondborders.org">volunteerpositions@vetsbeyondborders.org</a> .