



21st ANNUAL FRIENDS FOR LIFE BIKE RALLY 2019 CO-CHAIR CALL TO ACTION

On behalf of PWA's Friends For Life Bike Rally's Executive Committee, I am excited to invite applications for the Co-Chair for the 21st and 22nd Bike Rally's.

The purpose of PWA Friends For Life Bike Rally is to raise critical funds for PWA. The Bike Rally is PWA's signature and sustaining annual fundraising event and includes the annual 6-Day Ride from Toronto to Montréal, 3 Day Ride from Kingston to Montréal, and the 1-Day Ride from Toronto to Port Hope.

It is a unique community-driven event with a leadership structure comprised of a volunteer planning and supervision committee working along-side PWA staff. The event is a year-round planning and management effort led by the Executive Committee (EC), Co-Chairs and Steering Committee.

Because of the Bike Rally's enormous yearly support, PWA has been a constant and essential support to thousands of people living with HIV/AIDS. In fact, the Bike Rally supports every aspect of PWA's services, most importantly its practical, therapeutic services and its healing and welcoming space. Every year, over 2,500 people living with HIV/AIDS come to PWA to access financial assistance, food, HIV medication programs and a place to feel safe and connected to a community that cares. The Bike Rally ensures this continuity in critical service for our community.

As we celebrate the Bike Rally's 20th anniversary and look toward the 21st, PWA remains committed as ever to the success and longevity of this amazing event that engages thousands in raising awareness about and critical funds for HIV/AIDS. We see the extraordinary individuals who have participated and dedicated themselves as the key to this events success.

Interested applicants must have at least 1 year experience on the Bike Rally and are invited to speak with myself, Mike Twamley or Michael Reid in order to review the PWA's Friends for Life Bike Rally Governance Guide and related materials which provide further details and information related to the overall structure, Co-Chair and other roles and for further information about the multi-year planning project.

21st & 22nd Co-Chair Responsibilities include:

- Set expectations with Steering Committee members for the applicable year within the context of the BR's identified long-term priorities, goals and strategic directions as well as those of PWA. This will include goal setting, communications, procedures, processes and documentation. In particular, ensure that full voice is given to the volunteer perspective and experience in all Bike Rally planning.
- Actively participate on the Executive Committee.

- Provide support, coaching, consultation and advice to Steering Committee Members, and work to ensure successful experiences for *all* volunteers at every level of Bike Rally involvement.
- Coordinate Steering Committee meetings.
- Ensure storage of required documentation supporting all committee meeting minutes, processes, procedures, budgets, goals, milestones, maps and work plans.
- Work closely with PWA's Manager, Philanthropy & Sponsorship and Director, Philanthropy & Communications.

Co-Chair Appointment Process:

- Co-Chairs are appointed for a two-year period and an opportunity for a third year term in the Past Co-Chair role on the Executive Committee (EC).
- Appointments are staggered so that there is always a new Co-Chair paired with an experienced Co-Chair. While this allows for some mentorship opportunities based on previous experience in the role, the two roles have equal authority, responsibility and are expected to collaborate fully as a team.
- EC reviews all applications and selects a maximum of 3 candidates for interviews. Formal interviews will be held by at least the incumbent Bike Rally Co-Chair, Director of Philanthropy & Communications and/or Manager of Philanthropy & Sponsorship, and Executive Director, and where possible the outgoing Bike Rally Co-Chair.
- Final interview results and recommendations will be reviewed and approved by the full EC.

On behalf of PWA, I want to thank you for your continued support and dedication to the Bike Rally, and to PWA. I'm excited by the opportunity to undertake this important multi-year planning project thus sustaining the heart and purpose of the event while exploring new and innovative ideas.

Please let me know if you have any questions or comments about the Co-Chair. If you are interested in applying for the Co-Chair position, please submit your application form to me at the contact information listed below by the end of the day on Monday, July 16th, 2018.

Sincerely,

Suzanne Paddock

Interim Executive Director

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