

Chapter Chair - Job Description

Term: Chapter Chairs are confirmed each year at the AGA

Chapter Chair Accountabilities:

- Provide leadership to the WiN Canada Chapter Leading Group.
- Uphold WiN Canada's "Statement of Principles" for chapter coordination, ensuring compliance for local chapter activities.
- Sets expectations for Leading Group activities for alignment with WiN Canada mission and vision.
- Plan and execute local activities in line with WiN Canada mission and vision.
- Oversees logistics of Leading Group activities.
- Assigns work to the Leading Group volunteers for local activities.
- Establishes a schedule for Leading Group meetings, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
- Work with other WiN Canada Chapters to ensure consistent member experience across all chapters.
- Be an effective ambassador for WiN Canada for local chapter.
- Reports to the WiN Canada Board on local chapter activities.
- Serve on the Scholarships & Awards Committee and participate in the application judging process.

Duties and Responsibilities of EACH member on the Board of WiN Canada:

- Exercise good judgment, act with integrity and demonstrate high ethical standards.
- Use her or his abilities, experience and influence fully and constructively.
- Be an active participant on the Board, sharing their, experience and time.
- Respect confidentiality.
- Advise the Board of any potential conflict areas.
- Advise the President/Board of any changes in circumstances that might affect the member's ability to function effectively as a member of the Board.
- Maintain an excellent attendance record of Board meetings and special events and come prepared to the meetings.
- Participate fully and frankly in the deliberations and discussions of the Board and speak as one voice after the Board has taken a decision.
- Be an effective ambassador and representative of WiN.
- Prepare for, attend, and conscientiously participate in board meetings.

Time Commitment: On average, approximately 10-20 hours/month, varying, dependent on additional committee work and desired degree of involvement (not including attendance at conferences, other events).

Required Competencies: applicable to all board members:

1. Leadership: Demonstrated leadership skills and competencies required for board function.
2. Ambassador: Demonstrates good communication and credibility required to be an ambassador for the nuclear industry.
3. Communication: Listens, processes and understands what others say and can clearly get her / his message across.
4. Managing Conflict: Works through conflicts with people to seek resolution.
5. Creativity and Initiative: Goes beyond current thinking to seek new perspectives and different, effective ways to meet board and organizational goals.
6. Performance: Concentrates on activities necessary to achieve board and organizational goals.
7. Managing Change: Makes the ongoing change process as engaging, effective and positive as possible.
8. Feedback: Objectively acknowledges own mistakes, learns from them and acts to correct them.
9. Time Management: Continuously works toward goals in a focused manner to meet agreed deadlines.
10. Decision-Making: Supports decisions made by the board.
11. Environment: Creates a healthy board environment through example.
12. Board Participation: Participates co-operatively as part of an integrated group towards a central goal.
13. Ethics and Values: Acts in line with an appropriate and effective set of core values and beliefs for WIN Canada.

Desired Competencies for Chapter Chair:

14. Demonstrated success in a leadership position(s).
15. Previous work with volunteer or not for profit organizations.
16. Time management and event planning an asset.
17. Previous work with volunteer or not for profit organizations.