

Director, Engagement - Job Description

Responsible for: Engagement, Volunteer Recruitment, Advisory Board

Term: Two (2) year term, eligible for up to two (2) additional terms, maximum of six (6) years.

Eligibility:

1. WiN Canada member in good standing.
2. Previous service on a WiN Canada Committee, preferably Engagement or Advisory Board
3. Knowledgeable of the activities/affairs of WiN Canada
4. Strong connections in the industry, government and academia to support responsibilities managing the Advisory Board.
5. Willingness to give the time, energy, talents and enthusiasm required of the position
6. Good organizational and communication skills

General Responsibilities:

1. Support and defend policies and programs adopted by the Board of Directors.
2. Serve as voting member of Board of Directors.
3. Submit written Board reports, in advance, for Board meetings; request agenda time if required. Board reports to include progress on the annual commitments and current status on projects.
4. Ensure fiscal responsibility of the committee to which position is assigned.
5. Responsible for the following budget line: Advisory Board, ad hoc membership surveys as needed.
6. Submit budget needs for the following fiscal year to the Treasurer
7. Act as a coach, advisor and counsellor to the committee volunteers.
8. Cultivate and motivate leadership/leaders within your committee and identify successors within the first year.
9. Complete transition plan and conduct transition meeting with successor.
10. Perform other duties that may be delegated by the President and/or Board of Directors.

Specific Responsibilities:

1. Work with the Win Canada BOD to develop, implement and assess strategic goals and objectives that support the Associations mandate, vision and mission.
2. Organize volunteer recruitment to support the various WiN program and initiatives. Maintain a list of volunteers and opportunities and act as a resource for the WiN board to match volunteers to needs.
3. Establish goals for membership growth and increasing membership engagement. Regularly sample and report progress against these goals.
4. Chair the Chapter Alignment committee (that includes the Chapter Chairs) to ensure Chapter alignment.
5. Chair the Scholarship and Awards committee (that includes at least one member from each Chapter leading group) to support the Scholarship and Awards program.
6. Additional duties as assigned by the Board of Directors as related to this portfolio of work.

Attendance and Time Commitment:

1. Mandatory attendance at Board of Directors meetings
2. Attendance at in person meeting at the annual CNA Conference.



3. Attendance at the WiN Canada Annual Conference and Annual General Assembly (mandatory).
4. Attendance at official WiN Canada activities and functions, whenever possible.

Estimated time per month: 10-15 hours