



## **IABC/BC BOARD MEMBER ACCOUNTABILITIES 2017 – 2018**

### **INSTRUCTIONS FOR THIS DOCUMENT:**

The first six pages outline general information about our board. The remaining pages outline each individual role and its responsibilities on our board. Find out which role is for you, and submit your nomination form by April 28, 2017. Visit [iabc.bc.ca](http://iabc.bc.ca) for more info.

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*“The responsibility of leadership is not to come up with all the ideas.*

*The responsibility of leadership is to create an environment in which great ideas  
can thrive.” – Simon Sinek*



## MAJOR ACCOUNTABILITIES

All board members are accountable to:

1. Submit a draft portfolio plan in time for the second strategic planning meeting of the year and a final version of an annual portfolio plan and budget prior to the first meeting of the board year (September) to the Board Executive.
  - a. Planning is done in collaboration with your Executive Board Buddy, and with your portfolio's Management roles.
2. Attend and prepare for Monthly Board meetings:
  - a. Board members must attend a minimum of six of the eight monthly meetings, either in person or by telephone. In the event you cannot attend, Board members must send a designate, preferably a Manager from their team, if they are unable to attend a meeting.
  - b. Board meetings are the last Tuesday of each month from September to May each year, with the exception of December, for a total of eight meetings. June is the annual general meeting.
  - c. Upload monthly portfolio reports to the IABC/BC Google Drive by the Sunday night before the board meeting, to document month-to-month activities for chapter records.
  - d. Come prepared to all board meetings, read the previous meeting's minutes and action items, and be prepared for any discussions required.
3. Attend strategic planning session(s) in the summer 2017: planning sessions include one evening planning session and one full-day. Dates to be confirmed by May 2017, and provided in advance to secure everyone's availability.
4. Board Buddy Program: each Director is paired with an Executive Board member as their Board Buddy for the year; this pairing is to support the Director with portfolio planning, strategic decision making, and general guidance throughout the year as needed between board meetings.
  - a. Board Buddies are expected to meet once per month, at minimum, by phone or in person.
5. Serve as an ambassador for IABC/BC:
  - a. Between Board Members, there is shared responsibility to have a Board member present at each event and program throughout the year.
  - b. At minimum per board member, attend three social or professional development events throughout the year, including at least one of the IABC Get



- Connected events. (Note: some Board roles warrant more frequent attendance at chapter events.)
- c. Develop relationships with volunteers and event attendees to promote IABC/BC as the communicator's association of choice.
6. Submit all expense claims to the Director, Finance in a timely manner, accompanied by a cheque requisition form and all receipts (form available on IABC/BC's Google Drive and Basecamp).
  7. Identify sponsorship needs for the portfolio and provide those to the Director, Sponsorship.
  8. On a monthly basis, post all relevant portfolio documentation on the IABC/BC Google Drive, to assist with succession planning and future strategic planning.
    - a. Participate in discussions related to your portfolio activities using Basecamp. This tool is used for internal collaboration, building more community online you're your portfolio volunteers, and a working-archive of planning activities to help reduce email volume.
  9. Represent the chapter at Dare to Lead, on May 26 – 28, 2017 in Vancouver, BC. This is the IABC Canada West Region's conference for chapter leaders to meet and gain leadership and professional development.
  10. Provide strategic direction of your committee / portfolio Managers who support you in development and implementation of your plan(s). Managers are responsible for delivery of the plan and providing volunteers with a valuable volunteer experience.
  11. Support the recruitment of your successor, following the completion of your term on the board and/or manage the transfer of knowledge from your portfolio to ensure long-term success in your area for the chapter.
  12. Compile all data related to your portfolio to provide continuity to your successor. Including, create processes and resources to effectively on-board team members in your team and/ or handover of the portfolio to your successor.
  13. Respond to time-sensitive inquiries from members, other board members or IABC International in a timely manner.
  14. Advise the President or Vice President of significant challenges you face in accomplishing duties expected in your Director role. If necessary, resign the portfolio



post if the time required or duties expected exceed your ability to make a full commitment.

15. Perform other duties that may be required by the board and the membership throughout the year.

## **DECISION MAKING ACCOUNTABILITIES**

All board members are responsible to:

1. Make any and all decisions related to your area of responsibility against your approved portfolio plan and budget; including ensuring your activities do not conflict with other portfolio activities, events, or significant current events.
2. Liaise with other board members on decisions that are required jointly, as per your approved portfolio plan and budget.
3. Bring forward any un-planned and un-budgeted activities/expenditures for discussion at the board level.
4. Participate in board discussions that affect the welfare of the chapter, regardless of whether the situation involves your portfolio.

The board as a whole is responsible for:

1. Any decision that involves an un-budgeted expenditure.
2. Any decision that involves an increase to an existing budgeted expenditure, when it exceeds \$1,000.
3. Decisions affecting the membership-at-large, such as a bylaw change or major changes in member programming.
4. Decisions significantly affecting one or more portfolios.



## REPORTING ACCOUNTABILITIES

You are responsible for submitting a monthly portfolio report in writing, and a verbal update at the meetings if necessary. Reports are to be brief, point-form / to-the-point. As outlined in the above sections, you are trusted and responsible for making any and all decisions related to your approved portfolio plan and budget. Significant detail on these is not needed at each meeting unless it is asked for.

### Board Reports

Board reports will take the following, very simple, format:

1. What has worked in the last month (what was achieved against your portfolio plan objectives)?
2. What has not worked in the last month?
3. What do you need help with/advice on?
4. Which portfolio(s) have you had challenges partnering with?
5. What sort of budget-related variances have you faced over the last month?
6. A template for the portfolio report is on IABC/BC's Google Drive and provided each month by the Executive Administrator.



## PORTFOLIO & COMMITTEE ACCOUNTABILITIES

Primary portfolio accountabilities include, but are not limited to, the following (please see complete portfolio descriptions for a full list of portfolio activities):

### Executive Board - President

- Provide overall leadership for the board.
- Plan and execute, by August each board year, two strategic planning sessions of the board, either to develop a new three-year strategy or review and refine the strategy in progress. Lead the board in managing that strategic plan throughout the year to ensure successful execution.
- Facilitate IABC/BC board meetings and chair meetings of the chapter executive.
- Provide board buddy updates during monthly executive calls.
- Function as an authorized signing officer.
- Represent the chapter at a regional and international level, as required.
- Provide support and mentorship to all portfolio roles.
- Represent the chapter in professional, educational, community and public roles.
- Represent the chapter at IABC Leadership Institute and Dare to Lead.
- Monitor the use, accounting and responsible handling of chapter funds and resources.
- Maintain a record of the year's activities in the position and work directly with the Vice President in their role as successor.
- Lead the selection committee for the IABC/BC President's Awards for Outstanding New Volunteer of the Year and Volunteer of the Year.
- Ensure each board member has a clear succession plan for their portfolio.
- Communicate regular updates to members through one or several channels including Connect weekly, website, blog, and social media.
- Succeed automatically to Past President after one year.

### Executive Board - Past President

- Attend monthly IABC/BC executive calls and serve as a board buddy for portfolio Directors.
- Actively participate in chapter meetings and programs.
- Preside over meetings in the event that both the President and the Executive Vice President are absent.
- Provide counsel to the President and other officers of the chapter.
- Compile and submit chapter entries for the IABC Chapter Management Awards (CMA).



- Choose a project to either plan and execute wholly, or to assist another portfolio with (optional).
- Coordinate the board Call for Entries and the board nominating committee.
- Coordinate with the Vice President, Administration to plan and lead the IABC/BC Annual General Meeting (AGM).

### **Executive Board - Vice President**

You are an enthusiastic leader, an IABC/BC brand ambassador and excited to move the chapter forward. Keen to lead a dedicated group of chapter leaders who are committed to our community of marketing and communications members. If you are a member who is ready to step into this leadership position and gain invaluable entrepreneurial skills and business experience, this is the role for you.

- Succeed automatically to President after one year.
- Attend monthly IABC/BC executive calls and serve as a board buddy for portfolio Directors.
- Represent IABC/BC on the board of the IABC Canadian Western Region (CWR) and report to the IABC/BC board on all CWR activities.
- Function as an authorized signing officer.
- Represent the chapter at IABC Leadership Institute and Dare to Lead.
- Maintain relationships with other western region chapters.
- Review chapter bylaws, ensure they are accurate and current and present revisions to the chapter board and AGM, as required.
- Facilitate board meetings in the President's absence.
- Assist in orientation of new board members.
- Coordinate and develop leadership development opportunities for IABC/BC board members.
- Review and update all board roles and responsibilities prior to the start of the board year.
- Provide back-up support to President.
- Maintain a record of the year's activities in this position and train successor.

### **Executive Board – Treasurer**

If you love crunching numbers, and pride yourself on balancing budgets, while keeping expenses in check, then this role is for you. Gain critical budget-setting and fiduciary skills while supporting one of the largest IABC chapters in the world.

- Monitor and maintain the financial health of the chapter.
- Attend monthly IABC/BC executive calls and serve as a board buddy for portfolio Directors.





- Prepare and review “fundamentals of budget and finance” presentation for the directors at strategic planning session.
- Review proposed portfolio budgets and work with executive team to prepare annual budget for submission to the board within 60 days of the board’s term of office and prepare updated budgets as required.
- Monitor and maintain bank accounts with Vancity.
- Update cheque requisition forms as required.
- Run revenue reports and complimentary reports each month for bookkeeper.
- Ensure accurate records of all financial transactions are maintained by the bookkeeper.
- Collect or arrange for collection of all money due to the chapter and ensure office administration company deposits them appropriately.
- Receive, process and pay cheque requisitions from portfolio directors and invoices from vendors in a timely manner. Ensure proper backup (invoices/receipts) is provided prior to payment.
- Collect cheques to distribute at board meetings and ensure office administration company mails out the remainder.
- Function as an authorized signing officer.
- Consult with board members and chapter members as required on issues relating to financial management.
- Research and make recommendations to the board on investments, banking institutions, uses for any excess funds, and financial policies.
- Ensure accurate financial statements are prepared by the bookkeeper. Distribute statements and explain financial position to the executive and board monthly.
- Work with selected accounting firm to conduct annual year-end review of financial records, at end of each calendar year. Recommend an audit if required.
- Attend Annual General Meeting and present/report on finances.
- Arrange for annual submission of Society’s registration (in July, or as soon as new board is approved).
- Prepare (calendar) year-end report and tax forms for IABC headquarters.

### **Executive Board - Executive Administrator**

You are detail-oriented and enjoy project management and administration. You thrive on being a go-to person in your organization, known for being in-the-know, all while getting to know the communication landscape in the BC chapter. You are part of the IABC/BC Executive team and work closely with the President and Vice President to ensure all Board members have the information and resources needed to run each board meeting and support portfolio activities. You are also responsible for overseeing the digital files that keep IABC/BC operating year to year and documenting board meetings.



- Coordinate and attend monthly IABC/BC executive calls and provide board buddy reports.
- Manager RSVPs and catering for each monthly board meeting.
- Working with the President, prepare monthly board meeting agendas and distribute to the board members as part of the monthly board package.
- Call for portfolio reports one week prior to each board meeting, to ensure everyone has 24 hours to read the report prior to each board meeting.
- Is authorized as a bank-signing officer.
- Record all actions and minutes of the board and all business of IABC/BC at regular meetings.
- Post meeting minutes and action items to the IABC/BC Google Drive no later than one week after the meeting.
- Maintain all chapter papers and records, as well as archives, artefacts, history and displays, via *Office Suites*.
- Maintain the chapter activity calendar on the IABC/BC Google Drive, and ensure all portfolios are contributing regular updates to maintain an accurate record.
- Serve as secretary to the President as needed.
- Serve as the liaison between the board and Office Suites, IABC/BC's administration support.
- Manage the email redirects, via *Graphically Speaking*, during the onboarding of new board members each summer, and as needed thereafter.
- Provide communication content to the Director, Marketing & Communications for all required calls and notices related to bylaw changes or other items requiring membership vote and ratification. Also provide content on any outcomes from these votes that require communication. This particularly includes:
  - Issuing the board slate and minutes from the previous AGM to the membership no later than 30 days prior to the AGM.
  - Issuing approved board slate and minutes from the current AGM to members no later than 30 days after the AGM.
  - Organizing proxy votes by email if necessary.
  - Issuing the official budget to members no later than 30 days after the first board meeting of the board year.
- Work directly with the Past President to organize the Annual General Meeting, including:
  - Prepare any required presentation materials.
  - Make available minutes from the previous AGM.
  - Identifying whether quorum is achieved at the AGM.
  - Taking minutes at the AGM.



## Board Portfolios & Committees

### *Director, Events*

You are a people person and you value professional development and networking opportunities in the communications profession. You believe connecting in person is an important learning opportunity in the advancement of one's career, and love to plan events. The devil is in the details, after all! You also have the ability to transform small details into a big picture vision, to lead a team with.

In this role, gain deeper skills in project management and leadership skills managing an events team and comprehensive budget.

- Develop a strategic plan for professional development and networking events programming that includes evaluation strategies. You will direct a team of event program managers to deliver a compelling IABC/BC events program tailored to our members' needs and interests.
  - Including up to 6 speaker events or workshop (September to June); and up to 5 networking events including September kick-off, December holiday social, spring social in April, chapter Wave Awards in June, and a June summer kick-off.
- Manage an annual events budget ensuring all events, at minimum, break even.
- Work with your executive Board, and Manager, Professional Development Program, you will identify topics and secure presenters that will be of interest and value to the diverse membership of the IABC/BC Chapter.
- With your Manager, Networking Program, develop fun and engaging event concepts and themes to drive event attendance and provide strong value for membership.
- Direct your team of Program Managers, to oversee respective teams of volunteers in the delivery of chapter events, including coordination of event logistics (venue, catering, AV, décor and entertainment, as required), liaison with speaker/presenter, and distribution of post-event surveys.
- Work with Director, Sponsorship to identify sponsorship needs at each event and help off-set event costs.
- Provide event management direction to Board members planning event activities respective to their portfolios, ensuring all events are delivered professionally, with IABC/BC style.
- Respond to enquiries from IABC/BC members and the public regarding events.
- Work directly with Director, Marketing & Communications to ensure events are adequately promoted, including registration.
- Liaise with the Executive Administrator to help manage the overall events calendar for the year, ensuring all activities are in the chapter calendar.
- Work with Office Suites, administration contractor, to trouble shoot registration issues.



- Analyze post-event survey results and other research data to enhance the ongoing effectiveness of the events portfolio.
- Carefully document event planning requirements for use in future years, using IABC/BC Google Drive and encourage event team collaboration on *Basecamp*.

### ***Director, Special Interest Groups (SIGs)***

In this new Board role, you facilitate learning and networking opportunities for our members to explore shared interests through regular meet-ups. Our SIG program is championed by members, is free for members to participate in and attend, and offers informal opportunities to connect, learn and exchange knowledge with peers. As Director, you will grow your network by understanding our membership demographics and identify growth opportunities for the program.

- Develop a strategic plan to grow our budding SIG program, to serve more members and prospective members than last year and develop 1-year and 3-year goals for the program.
- Oversee the management of the SIG program ensuring the program is tailored to our chapter's member segments, including by level (eg. student, senior, or mid-level members), geography, industry, specialty, etc.
- Recruit SIG chairs as needed, and supervise the SIG Program Manager to market current groups and meetings, and ensure each Chair has the resources needed to plan and host their meetings.
- Oversee development of SIG program procedure materials to streamline future onboarding of new SIG chairs, and document this new portfolio's activities for future chapter reference, in the IABC/BC Google Drive.
- Identify new pilot-SIG topics and recruit potential Chairs to host, by raising awareness within the chapter of SIG opportunities available to all members.

### ***Director, Marketing & Communications***

Are you a savvy digital strategist who believes marketing and communications is an integrated effort across all business tools and channels? Do you enjoy leading a team of multi-functional skill sets, from analyzing Google Analytics to developing creative compelling campaign content? You are a natural at building relationships, both online and offline and are passionate about storytelling that uphold our brand promise. Then this role is for you.



- Lead the development and implementation of an annual integrated marketing & communications strategy for the chapter, in collaboration with your Managers and the other members of the Board.
  - Including all channels and assets, primarily, digital operations of the website and blog, to our bi-weekly email newsletter, and social media channels.
- Provide strategic direction to a team of managers who lead regular production of marketing & communications activity, including website and blog management, email marketing, social media, blog and newsletter management, etc.
- Manage all IABC/BC social media channels, including Twitter, Facebook, Flickr, LinkedIn and YouTube, and assess need for joining other channels relevant to our audiences.
- Ensure all web content is up to date and reflects all areas of chapter initiatives and programs/events, and opportunities for members and prospective members.
- Develop and maintain a content calendar for all channels and assets, including web content to blog and social channels.
- Develop and maintain effective public and media relations, as needed, for the chapter to ensure that key messages are consistent and all media objectives are met.
- Ensure all portfolios adhere to IABC's branding guidelines.
- Coordinate all marketing and promotions activities including coordination of marketing materials (print, web, graphic and otherwise) as required to support other portfolios.
- Maintain regular measurement for on-going communication vehicles.
- Oversee the promotion of upcoming events and ensure adequate coverage of chapter and member accomplishments, to increase profile of the chapter to our members.
- Maintain up-to-date web content, and coordinate significant web changes, as required.
- Your team is responsible for the production and distribution of the bi-weekly Connect e-newsletter, and blog content.
- Maintain regular measurement for on-going communication vehicles.

### ***Director, Membership***

You are a passionate IABC brand ambassador who enjoys meeting people. You are a strategist who is adept at translating data into initiatives and programs, and you understand the important balance between retention and recruitment activities in the growth of IABC/BC membership.



Gain invaluable leadership, membership program development, and professional board experience, while representing one of the largest chapters in the world.

- Direct a team of Managers in retention, recruitment, and research activities as part of developing your membership portfolio plan and budget, to grow our IABC/BC membership over the next year.
- Identify membership retention opportunities to continue to retain existing members. Including, advise recently lapsed members of their current status with a reminder to renew their membership.
- Be the first point of contact for members and prospective members about IABC/BC and what we offer locally, nationally and globally
- Hold the focus for our chapter's membership numbers and trends, and keep the Board apprised of our "membership dashboard" on an ongoing basis.
- Develop strategies and initiatives to attract and retain members and work with your Membership team as well as the chapter Board to implement.
- Plan and implement regular informal IABC *Get Connected* in-person sessions for new and prospective members, with at least two sessions being open to all chapter subscribers (member and prospective members).
- Ensure all new, renewing and lapsed members are contacted personally, as well as those accomplishing achievements worthy of recognition
- Conduct ongoing and annual membership research (IABC/BC's annual membership survey), and provide the Board with resulting insights
- Answer inquiries from members and prospective members in a timely manner
- Work with the Director, Marketing & Communications to ensure member information on the website is regularly updated to reflect membership opportunities.
- Create, maintain and execute annual membership research, with input from all portfolios.
- Promote International activities related to membership at the chapter level, including October and March member month campaigns, and work with the Board members to ensure all ambassadors help raise awareness of these important campaigns.
- Work with Treasurer to ensure membership dues transfers are received monthly from IABC International, and align with our budget planning.
- Create and execute ongoing member research, such as finding out why lapsed members are or are not renewing, and why new members have joined.
- Provide all board members with membership data from the International database (MMA) as requested.



### ***Director, Sponsorship + Advertising***

You're a keen relationship builder who understands the value of creating and maintain mutually beneficial partnerships. Adept at identifying, approaching, and engaging business partners, you're enthusiastic about generating and negotiating opportunities both for IABC/BC and local organizations.

As a big picture thinker, you're good with business acumen, and enjoy working with both internal and external partners to generate revenue and secure resources needed to deliver meaningful programming and opportunities for current and prospective members.

In this role you will gain invaluable leadership, budgeting and professional board experience.

- Work with all board members to determine sponsorship needs (financial and in-kind) for the upcoming year.
- Develop and maintain a sponsorship program, complete with documentation for sponsorship agreements that can be used by other board members approaching sponsors.
- Be the primary contact for all chapter sponsorship agreements, and where sponsors are identified by other board members, work to secure those sponsors.
- Identify sponsor opportunities across all chapter programs and initiatives, including programs like Gift of Communication, Mentorship, etc, to offer additional sponsors involvement.
- Direct the Jobline Manager to oversee operations of IABC/BC's Jobline service for local organizations wishing to advertise job opportunities to members and local communications and marketing professionals.
- Report on trends in sponsorship and Jobline activity comparing year-on-year.
- Work to acquire sponsorships and other sources of revenue for the chapter.
- Liaise with current sponsors and ensure proper recognition activities are carried out, and any financial sponsorships are appropriately paid to the Treasurer.
- Generate revenue through the sale of advertising for all chapter publications and communication vehicles (including Connect and IABC/BC's website).

### ***Director, Volunteer Services***

You're a people person and love to learn about others' strengths while helping them apply those strengths in a fitting volunteer opportunity. You have an affinity for the human



resources function of an organization (or have an interest in building this skill set for yourself); and also enjoy recognizing people for their contributions through awards, or other initiatives.

Working closely with the IABC/BC board, you will support filling volunteer needs of the various portfolios and committees and support the Executive Board members with special project volunteer needs.

Gain invaluable leadership, budget-setting and professional board experience while connecting talented people to one of the largest IABC chapters in the world.

- Create a volunteer recruitment strategy and budget for the year, in collaboration with your Volunteer Manager.
- Direct your Volunteer Manager in managing all volunteer placements, recruitment and recognition activities.
- Work with all board members to determine volunteer needs for the upcoming year.
- Promote the benefits of volunteering to members at all events, and through our communication and marketing tools.
- Recruit new volunteers as required and support other board members to retain existing volunteers (help re-assign volunteers, make suggestions to better engage volunteers, etc.)
- Respond to email inquiries from members requesting information about volunteering; connect potential volunteers with board members / directors / project managers as appropriate.
- Support other board members in creating meaningful roles for volunteers, outlined in clear role descriptions. Support development of roles for remote members.
- Develop a sharable volunteer database, outlining all volunteers, current role, length of service and areas of interest.
- Co-ordinate at least one volunteer appreciation activity/event per year, typically done in conjunction with a social event in the spring (with events committees).
- Co-ordinate a volunteer-only professional development or social event in late fall or early winter as part of volunteer retention and recognition activities.
- Manage the President's Awards program - nominations, profiles, and awards as part of the Wave Awards program in June 2018.
- Co-ordinate thank you letters and emails to volunteers in the spring, for volunteer recognition.





### ***Director, Student & New Communicator Services***

You have a strong understanding of where a student or new communicator is at in their career, and can relate to their interests and motivations to climb the career ladder. You are inspired to cultivate relationships with local Universities and relevant communications programs, to engage new student members and recent graduates. You love to connect with people and be an ambassador of the IABC/BC brand, while helping connect newer members to opportunities within the chapter.

- Develop and implement an engagement plan to recruit student members and prospects, new communicators, and lead a team of volunteers to deliver this work.
- Develop and nurture relationships with local post-secondary institutions, and leverage all recruitment opportunities within those institutions. For example, this may include the SFU's *Careers in Communications* annual event, and others.
- With the Director, Events, coordinate at least two events catering to student interests and new communicators each year. This may include speed-mentoring, or collaborating with the Director, Career Development, on mentoring program opportunities.
- Work with the Director, Marketing & Communications to develop a communications plan directed to student members through our existing channels, including our bi-weekly newsletter, blog, social channels, and website.
- Manage the Students Accelerating in Learning (SAIL) Award program, as part of our chapter's annual Wave Awards and help profile nominees and past winners, etc.
- Develop and maintain student-specific recruitment materials for use at events and promotional activities.
- Identify other potential opportunities to further engage students and new communicators across IABC/BC, including possible mentee-volunteer opportunities to support the existing Board members.

### ***Director, Career Development***

You are an enthusiastic people leader who is skilled at bringing new and innovating programs to life. A champion of life-long learning and development, you're passionate about helping fellow communicators to connect and find meaningful experiences in which they can share and build their expertise.

With your program management wizardry, you are also inspired by helping people grow their careers, giving back to the profession, and support local organizations, then this role is for you.



- Direct a team of program managers to oversee our Awards, Certification, Mentorship and Gift of Communication Programs.
- Work with the Manager, Mentorship to organize speed-mentoring events, and a mentorship program to connect senior members with foundation-level communicators.
- Work with the Manager, Gift of Communication to deliver a quality Gift of Communication program in the Spring.
- Promote IABC's Code of Ethics and provide oversight of the chapter's practices to ensure they follow the highest professional and ethical standards. Handle ethics-related inquiries to IABC/BC's chapter Board.
- Oversee advocacy strategy and initiatives, in cooperation with the Board executive and in alignment with applicable IABC International initiatives.
- Provide support for, promote and market the IABC certification program to chapter members, and if approved, host an exam within our chapter (typically in the Spring or Fall).
- Work with the Manager, Certification to oversee certification preparation program(s) for members seeking the professional certification.
- Recruit evaluators to assist with the evaluation of entries for other chapters' awards programs, IABC Canada Silver Leaf, and IABC International Gold Quill awards programs.
- Oversee the IABC/BC Wave Awards program, in collaboration with the Wave Awards committee, and other contributing Board members.
- Collaborate with other portfolios, as required, to recruit accredited or certified volunteers for roles in which senior expertise is needed.
- Work with Director, Student Services, to recruit evaluators for the SAIL award, and to ensure that the SAIL award program follows relevant standards and practices as related to the Wave Awards program.
- Evolve programs and identify new and innovating opportunities for career development through research into other IABC chapters and organization offerings.