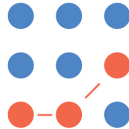


INSTITUTE OF
CORPORATE
DIRECTORS

THINK BEYOND
THE BOARDROOM.

INSTITUT DES
ADMINISTRATEURS
DE SOCIÉTÉS

PENSER AU-DELÀ
DE LA SALLE DU CONSEIL.



**The Institute of Corporate Directors (ICD) is presently seeking candidates on behalf of the BC Chapter for the following CONTRACT position:
BC CHAPTER ADMINISTRATOR**

Location: Vancouver, BC

ABOUT THE INSTITUTE OF CORPORATE DIRECTORS (ICD)

Established in 1981, the Institute of Corporate Directors (ICD) is a not-for-profit, member-based Association representing Canadian directors and boards across the for-profit, not-for-profit, Crown sectors, and Credit Union sectors.

As Canada's largest director community, the ICD creates forums for dialogue, hosts networking opportunities and provides access to world-class resources for more than 17,300 members across a network of 11 Chapters. Members who successfully complete the ICD-Rotman Director Education Program (DEP) and ICD-led examination process earn the highly recognized ICD.D designation.

ICD members provide board oversight across all sectors of the economy and institutions that impact the lives of virtually every Canadian. Learn more at icd.ca.

ROLE DESCRIPTION

The Chapter Administrator supports the Institute of Corporate Directors (ICD) BC Chapter and acts as a liaison between the Chapter Executive and the ICD National Office as it pertains to the Chapter's events, administration and customer service. The BC Chapter is headquartered in Vancouver and supports the BC Chapter branches in the Okanagan (Kelowna) and Vancouver Island (Victoria).

This part-time position is suited to a collaborative team player with strong administrative experience, who is adept at managing multiple priorities with strong problem-solving, communication and organizational skills.

Specific duties and responsibilities include the following, and any other administrative services to satisfy the responsibilities of the Chapter under the ICD Chapter Guidelines in fulfilling its mandate:

Executive Committee Administrative Support

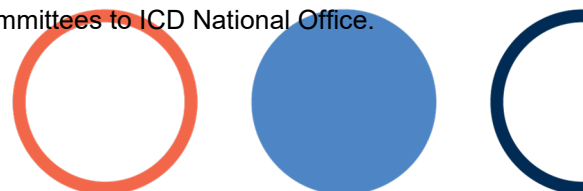
- Communicate and respond to ICD phone and email inquiries from Executive Committee members.
- Organize logistics around Executive Committee meetings, averaging four per year.
- Provide Chapter membership lists to Chapter Executive (Chapter Administrator portal).
- Liaise with Chapter Chair to set dates and agenda for Chapter Executive meetings.
- Attend Chapter Executive meetings and prepare meeting minutes as well as notifications to Chapter members on outstanding members from the meetings.
- Inform Executive Committee of action items and respective deadlines.

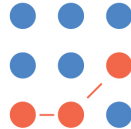
General Chapter Administrative Support

- Save ICD files on the ChapterShare Portal/ICD Servers on an ongoing basis. This includes:
 - Chapter Executive meeting minutes and support documentation
 - Chapter strategic leads meeting minutes and support documentation
 - Event flyers, strategic planning documents, budgets, etc.
- Communicate any changes in the Chapter Executive or Advisory Committees to ICD National Office.

T. 416.593.7741 | Toll-Free 1.877.593.7741
2701-250 Yonge Street, Toronto, ON M5B 2L7

icd.ca/ias.ca





Finance:

- Assist with the preparation of Chapter Executive annual budgets, tracking revenue and expenses, monitoring chapter balances against National monthly reporting to ensure they match, liaising with Chapter treasurer and National on these matters, and preparing Chapter financial updates for the executive committee.
- Working in liaison with the chapter treasurer to submit requests to National to pay invoices and reimburse expenses with appropriate support documentation.

Membership/Customer Service

- Monitor Chapter inbox and respond to e-mails or send to appropriate ICD Staff member or EC members as applicable.
- Assisting with the accuracy of ICD database information by advising National of updates to members' information.
- Cheerfully and effectively providing customer service to members, including assistance to participants prior to, throughout, and upon completion of events.
- Refer members to National office who require additional assistance.

Chapter Events

Average twelve to fourteen events per season (combination of digital and in-person).

In-person events may include:

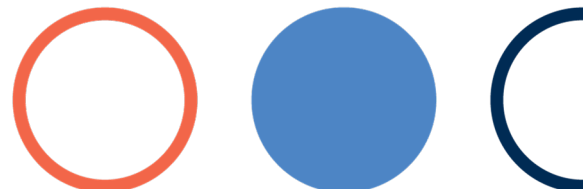
- Four to six annually in Vancouver
- Two to four annually each in Kelowna and Victoria.

Event Planning and Marketing (digital and in-person events)

- Collect pertinent event details from the event leads including event description, moderator/panelist names.
- Send "save the date" meeting requests to EC members.
- Liaise with event speakers to obtain biographies, contact information and headshots.
- Provide National with event details for "save the date" placeholders on National calendar.
- Prepare Chapter event flyer six weeks before an event (using ICD templates & MailChimp) and send to National Office to open registration on Chapter events webpage.
- Prepare and deploy Mailchimp email promotional blasts (three minimum per event).
- Schedule, attend and note take at "run of show" meeting(s) with EC event leads, moderators and panelists.
- Schedule and attend tech rehearsal meeting with National (digital only).
- Retrieve event rosters from ICD database for sharing with EC event leads.
- Inform National of any complimentary registrations (National will automatically register Chapter Executive for their event)
- Review slide presentation provide by National (add additional slides as applicable).c
- Liaise with Calgary/EDM Chapter administrator to cross promote collaborative digital event flyers.
- Distribute post-event survey results to the Chapter executive committee.
- Distribute post-event recording via Mailchimp.

Digital Event Operations - Webinars and Small Group Roundtable Events:

- Determine date options for technical rehearsal with event leads and panelists/moderator.
- Option to attend technical rehearsal and Chapter event.
 - The national office will set up and run the technical rehearsal and Chapter event.
- Coordinate speaker appreciation.

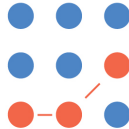


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In-person event operations:

- Work with the Chapter executive event lead on agenda and date/venue logistics
- Coordinate event logistics (but KPMG as a sponsor generally provides on-site support for events held in all locations and duties noted below – administrator ensures KPMG is instructed on details)
 - identify venue opportunities and secure site selection.
 - secure event space.
 - support event lead with venue site visits (chapter administrator will also attend when possible)
 - liaise with event venue and AV regarding event requirements, forward contracts to ICD VP Chapter Relations for review and signature.
 - print materials required for event: i.e., agendas and name badges.
 - track event budgeting and final costs.
 - event set-up/take down (display Chapter and sponsor signage, distribute handouts, display ICD materials).
 - set up and manage ICD registration desk.
 - onsite registrations (collecting payment details name and contact information for billing only).
- Set up ICD banners and promotional materials are on site
- Create an event agenda (and/or speaking notes)
- Provide registrants with instructions about parking or directions (when applicable).
- Bring laptop to event with ICD rotating slide presentation (and/or presenter presentation slides)
- Coordinate speaker appreciation.

To apply, please send a resume and a cover letter to the attention of Kathryn Wakefield, VP Chapter Relations at kwakefield@icd.ca.

The ICD is committed to cultivating an inclusive, accessible environment, where each employee feels respected, valued and supported. All qualified individuals may apply online. If you require a disability-related accommodation to participate in our recruitment process, please note this in your application. We'll be happy to work with you to meet your needs.

Thank you for your interest, but only those selected for an interview will be contacted.

