



ICD Chapter Administrator Job Description

The Chapter Administrator supports the Institute of Corporate Directors (ICD) Ottawa Chapter and acts as a liaison between the Chapter Executive, Chapter members and the ICD National Office. Typical duties as outlined below pertain to the Chapter's events, administration, and customer service. This part-time role is busier September to mid-December and mid-January to mid-June. If interested please send your resume and cover letter to **Glen Orsak at Orsak@telfer.uottawa.ca**.

Executive Committee Administrative Support

- Organize logistics around Executive Committee (EC) meetings, 8-10 per year including
 - Create and forward agenda and materials for Chapter Executive meetings
 - Prepare and distribute meeting notification and minutes, action items and respective deadlines.
- Co-ordinate communication among EC members.

General Chapter Administrative Support

- File administration (minutes, support documentation, event flyers, planning documents, budgets, etc.)
- Communicate any changes in the Chapter Executive or Advisory Committees to ICD National Office

Finance

- Assist with the preparation of Chapter Executive annual budgets; track revenue and expenses, liaise with Chapter treasurer and National finance staff, prepare Chapter financial updates for the EC; co-ordinate with National for supplier payment or reimbursement as needed

Membership/Customer Service

- Monitor and respond to Chapter members and co-ordinate with EC members as applicable including assistance to participants before, during, and after Chapter events
- Assists Chapter members (e.g., password reset, education offerings, board opportunities, etc.)
- Support National in maintenance of Chapter database information and website



Chapter Events (four to six in person or online events per season from September to June)

- Support planning and marketing (event description, moderator/panelist names)
 - Prepare Chapter event flyer; prepare and deploy email promotional blasts
 - Distribute post-event survey results to the EC, and post-event recording
 - Coordinate speaker honorarium, expenses, or membership with National.
- Liaise
 - With event EC leads, moderators, panelists, “run of show”, planning notes
 - With National to schedule in calendar, publish on events webpages, tech rehearsals
- Webinars
- In-person event operations:
 - Identify venue opportunities and secure site selection, secure event space, AV, contracts, etc.
 - Co-ordinate in person event support (print materials, event set-up/take down)

The success candidate will likely have the following skills and experience

- 5 or more years as an executive assistant, association administrator or event planner.
- Advanced verbal, written communication skills
- Experience with marketing, social media (e.g. MailChimp, LinkedIn); strong MS Office skills

