

NATIONAL CAPITAL REGION CHAPTER ADMINISTRATOR

Location: Ottawa, Ontario

Hours: average 6-10 hours/week (25-40 hours/month)

The Institute of Corporate Directors (ICD) is seeking a Chapter Administrator on behalf of its National Capital Region (NCR) Chapter to support operations and programming. This role provides essential administrative, event, and communications support to Chapter volunteer leadership and serves as the primary liaison between the Chapter, ICD members, and the National Office.

Role Summary

The NCR Chapter Administrator plays a central role in delivering a high-quality member experience. Working closely with a volunteer Executive Committee, you will coordinate Chapter programming, support governance and committee activities, manage communications, and ensure efficient day-to-day operations. This role is well-suited to a proactive, organized professional with strong administrative, event coordination, and CRM experience.

About the ICD

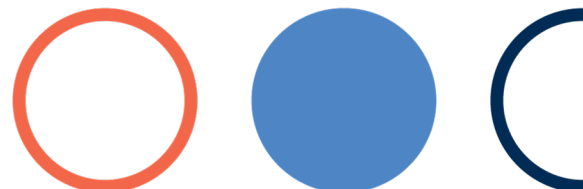
Established in 1981, the Institute of Corporate Directors (ICD) is a not-for-profit, member-based Association representing Canadian directors and boards across the for-profit, not-for-profit, Crown sectors, and Credit Union sectors.

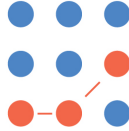
As Canada's largest director community, the ICD creates forums for dialogue, hosts networking opportunities and provides access to world-class resources for more than 17,300 members across a network of 11 Chapters. Members who successfully complete the ICD-Rotman Director Education Program (DEP) and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

Key Responsibilities

Chapter Events Programming (4-5 events annually, in person and virtual)

- Collaborate with Chapter Executive Committee and National Office to develop an annual program aligned with strategic objectives.
- Manage all event logistics: venue coordination, speaker liaison, registration, and promotional Communication, including on-site oversight at in-person events, to ensure operational excellence.
- Deliver events on a break-even basis while maintaining ICD brand standards.
- Coordinate post-event activities: content distribution, feedback analysis, and honorarium processing.
- Promote ICD services, including the Director Education Program (DEP), podcasts, Directors Register, and Mentorship Program.





Chapter Executive Support

- Coordinate Executive Committee meetings (10 meetings annually): scheduling, agenda preparation, minutes, and action item follow-up.
- Maintain accurate Chapter records on ICD digital platforms (ChapterShare Portal/SharePoint).
- Serve as the liaison between the Chapter and National Office.
- Support leadership succession planning.

Chapter Finances

- Lead annual Chapter budget preparation in collaboration with the Chapter Executive Committee. Review and approve event invoices for payment by the National Office.
- Monitor revenue and expenditures quarterly against budget.

Communications

- Develop and distribute member communications via Customer Insights email marketing platform.
- Monitor and update Chapter webpage to ensure current, accurate content.
- Ensure consistent, on-brand messaging.
- Participate in Chapter Administrator meetings.

Additional Responsibilities

- Deliver professional, responsive service to members, partners, vendors, and stakeholders.
- Maintain confidentiality of member, financial, and governance information.
- Comply with all ICD policies and procedures.
- Support additional initiatives as required and collaborate effectively as part of the broader ICD team.

Qualifications

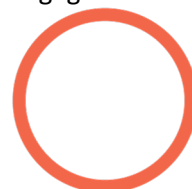
- Minimum five years in administrative, event coordination, or meeting planning roles.
- Experience supporting governance bodies within professional membership associations or corporate environments preferred.

Technical Skills

- Proficiency in Microsoft Office Suite and CRM systems, particularly Customer Insights/Dynamics.
- Comprehensive event management capability for digital and in-person formats.
- Budget preparation and expense management experience.
- Discretion in handling confidential information.

Core Competencies

- Member-centric focus with commitment to exceptional service and trust-based relationships.
- Professional, diplomatic written and verbal communication skills.
- Highly organized with excellent prioritization and multi-project management abilities.
- Proactive and solutions-oriented; anticipates needs and manages competing demands effectively.
- Comfortable using digital platforms, databases, and LinkedIn for engagement and promotion.

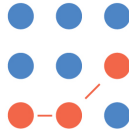


INSTITUTE OF
CORPORATE
DIRECTORS

THINK BEYOND
THE BOARDROOM.

INSTITUT DES
ADMINISTRATEURS
DE SOCIÉTÉS

PENSER AU-DELÀ
DE LA SALLE DU CONSEIL.



How to Apply

Please submit your resume to:

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. If you require 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.

