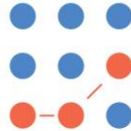


INSTITUTE OF
CORPORATE
DIRECTORS

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 for the following position:

Job Title: Chapter Administrator

Location: Saskatchewan (Hybrid)

Employment Type: Part time, average 10 hours/week (40 hours/month)

Posting Date: April 17, 2026

Application Deadline: May 4, 2026

The Institute of Corporate Directors (ICD) is seeking an organized and proactive Chapter Administrator to support the Saskatchewan Chapter's operations, programs, and volunteer leadership. This role is ideal for someone who enjoys coordinating events, managing communications, and contributing to a strong member experience, while working flexibly on a part-time basis.

About ICD

ICD is Canada's largest community of corporate directors, with more than 18,000 members across 11 regional chapters. As a national, not-for-profit organization, ICD is dedicated to advancing governance excellence through education, designation programs, and thought leadership.

About the Role

Working closely with the Chapter Executive Committee and ICD's National Office, the Chapter Administrator plays a key role in delivering high-quality programming and smooth day-to-day operations.

Key Responsibilities

- Coordinate 6–8 annual events (in-person in Saskatoon and Regina, plus virtual)
- Manage event logistics, speakers, registration, promotion, and follow-up
- Support Executive Committee meetings and maintain records
- Assist with budgeting, expense tracking, and invoice review
- Create and distribute member communications and maintain web content

Qualifications

- 5+ years' experience in administration, events, or meeting coordination
- Experience supporting boards or member-based organizations preferred
- Strong organizational, communication, and digital skills
- Comfortable with Microsoft Office and CRM systems

Why Join ICD?

- Flexible, part-time work
- Meaningful contribution to governance leadership
- Collaborative, professional environment

How to Apply

Please send your resume and cover letter to:

Karen Smith, Saskatchewan Chapter Chair – kls@myaccess.ca

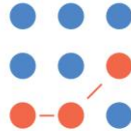
Kathryn Wakefield, VP, Chapter Relations – kwakefield@icd.ca

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Opportunity: This is a current existing position

AI Disclosure: ICD does not use AI in any part of screening and/or recruiting of candidates.

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.