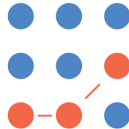


**INSTITUTE OF
CORPORATE
DIRECTORS**

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

Company Name: Institute of Corporate Directors (ICD)

Location: Southwestern Ontario (Kitchener, London, Hamilton, Guelph & region) (Hybrid)

Employment Type: Part time, average 15-20 hours/week (60 hours/month)

Posting Date: June 2, 2026

Application Deadline: June 15, 2026

The Institute of Corporate Directors (ICD) is seeking a Chapter Administrator on behalf of its Southwestern Ontario (SWO) 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.

THE ICD

The Institute of Corporate Directors (ICD) is a not-for-profit, member-based organization representing Canadian directors and boards across Corporate, Crown, Not-for-profit sectors and Credit Union sectors. The ICD is Canada's largest director community, with over 18,000 members and a network of 11 Chapters across the country.

Members of ICD gain insight and foresight on critical issues facing board directors and benefit from best-in-class governance education, including ICD's partnership with the Rotman School of Management, in delivering the Director Education Program (DEP). The ICD grants the ICD.D designation to eligible directors, which represents a commitment to leadership excellence in the boardroom. Annually, the ICD awards the F.ICD designation to leaders for their exceptional contribution to Canadian Corporate governance.

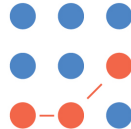
THE ROLE

The SWO 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.

ROLE ACCOUNTABILITIES

Chapter Events Programming (6 events annually, in person and virtual)

- Collaborate with Chapter Executive Committee and National Office to develop 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.
- Ensure events operate on break-even financial basis while maintaining ICD quality standards



- Coordinate post-event activities: content distribution, feedback analysis, and honorarium processing.
- Promote ICD services including Director Education Program (DEP), podcasts, Directors Register, and Mentorship Program

Chapter Executive Support

- Coordinate Executive Committee meetings (4-5 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 National Office
- Monitor revenue and expenditure 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 for knowledge sharing.

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

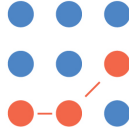
- Member-centric focus with commitment to exceptional service and trust-based relationships
- Professional, diplomatic written and verbal communication skills.
- Highly organized with excellent prioritization and multi-project management abilities.

INSTITUTE OF
CORPORATE
DIRECTORS

THINK BEYOND
THE BOARDROOM.

INSTITUT DES
ADMINISTRATEURS
DE SOCIÉTÉS

PENSER AU-DELÀ
DE LA SALLE DU CONSEIL.



- Proactive and solutions-oriented; anticipates needs and manages competing demands effectively.
- Comfortable using digital platforms, databases, and LinkedIn for engagement and promotion.

How to Apply

Please submit your resume to:

Mary D'Alton, SWO Chapter Co-Chair at marydaltonirish@gmail.com

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.