

Board Member Expectations and Portfolio Responsibilities

General Board Member Expectations (All Board Members)

- 4 to 6 hours per month to work on CIOCAN activities.
- Participation in board meetings and annual planning session.
- Recruiting 5 new members per year.
- Attendance at 25% of eligible CIOCAN Events. (Local and/or National)
- Attending (or speaking at) industry events and promoting CIOCAN and its value proposition.
- Write two articles / blogs on assigned topic(s) to be posted on our website and / or other social media as determined by the marketing or program committee.
- If Director at Large, sit on one functional committee (or as a portfolio backup) in the year of service.
- Bring opportunities to partner with other industry players back to the board for consideration and contribute to existing partnership activities.
- Reinforce and maintain CIOCAN values / code of conduct.
- Complete profile on CIOCAN website and engage in discussions.
- Provide career BIO for public viewing on CIOCAN website and other materials.

Portfolio Responsibilities

In addition to the above general expectations for board members, Directors holding the following portfolios have the following responsibilities:

* Denotes a National responsibility.

President

- Establish the agenda and chair board meetings.
- Recruit board members and manage board engagement.
- Consult with President's Council Chair on succession planning.
- Ensure governance / processes are followed for decisions.
- Delivery of Annual General Meeting. *
- Coordinate annual planning sessions flow resulting actions to board agenda. *
- Enforce code of conduct when notified of offenses.

Director, Finance

- Ensure financial transactions are in order and payments are made on time.
- Facilitate annual budget process and the creation of a balanced budget.
- Liaise with bank for setup (and changes) for accounts, cheques and other banking requirements.

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- Ensure proper controls for signing and authorization.
- Liaise with accountant and admin team to ensure timely financial reports. *
- Monthly update to board on financial status.

Director, Programs

- Establish annual program topics and survey members to identify areas of focus. *
- Communicate results to members. *
- Establish program line-up for the year based on the annual survey.
- Schedule events, identify speakers and coordinate venues.
- Ensure CIOCAN coverage at partner events including booths, brochures, etc...
- Ensure event feedback / ratings are captured.
- Ensure individual events are financially self-sufficient.
- Monthly update to board on program activities.

Director, Advocacy

- Establish advocacy and research focus through annual member survey. *
- Communicate survey results to members. *
- Establish advocacy projects for year and bring proposals to board for financial approval.
- Monitor advocacy projects and keep on track.
- Create advocacy ties to programs / events where possible.
- Monthly update to board on advocacy activities.

Director, Membership (and New Chapter Development*)

- Vet new membership applications for qualification.
- Bring questionable but sponsored new member applications to the board for voting.
- Place personal calls for membership non-renewals or payment issues.
- Enforce code of conduct within member community.
- Monthly report to board on membership levels.
- Ensure monthly membership report is distributed to all chapters. *
- Facilitate annual membership survey across the country and share results. *
- Pursue new chapter opportunities and provide guidance to new board. *

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Director, Marketing

- Create and maintain a professional outward appearance for all association materials.
- Responsible for branding of the association including selection of taglines, messaging, etc...*
- Oversee advertising campaigns with partner(s).
- Ensure website content and brochures are up-to-date.
- Maintaining and making available CIOCAN introductory presentations.
- Facilitate PR including maintenance of CIOCAN press database and press releases.
- Liase with third party resources for writing, graphic design, etc...
- Establish marketing projects and bring proposals to board for financial approval.
- Monthly report to board on Marketing activities.

Director, Partnership

- Liase with key contacts at partner organizations.
- Identify and bring new partnership opportunities to the board.
- Ensure MOUs are in place with all key partners.
- Maintain and enforce Partnership Guidelines / Framework. *
- Annually review of MOUs to ensure conditions are being met.
- Ensure CIOCAN partnership guidelines are adhered to.
- Monthly report to board on Partnership activities.

Portfolio Collaboration

* National board members holding portfolios are expected on a quarterly basis to bring together their peer portfolio holders from across the country to discuss joint initiatives, share operational practices and generally ensure collaboration / awareness for portfolio activities.