



Canada

Board of Directors: Job Description

POSITION TITLE: Director of External Relations

WHAT ARE THIS ROLE'S KEY RESPONSIBILITIES?

The Director of External Relations is primarily responsible for being the Co-Chair of Apra Canada's bi-annual conference by overseeing and coordinating the whole conference. The specific responsibilities listed below can be shared between the Co-Chairs as they see fit.

Specific accountabilities:

- Recruit volunteers to chair committees. Key committees are: Programming, Logistics, Sponsorship, Registration, Communications, Website, and Volunteer/Hospitality.
- Establish the conference vision and goals.
- Identify conference tasks and people responsible for them.
- Build a master conference timetable integrating detailed timelines provided by Committee Chairs.
- Oversee the conference budget and coordinate with Apra Canada's Treasurer.
- Conduct site visits and review proposals before selecting a conference venue. Approve and finalize venue contract with input from Apra Canada's President and Treasurer.
- Coordinate and oversee the work of the Committee Chairs. This includes: ensuring that deadlines established in the timetable are met, helping to select speakers, creating the main conference structure, identifying potential sponsors, seeking publicity for the conference, etc.
- Plan and facilitate the structure and content of all conference planning meetings.
- Provide regular status updates to the Board of Directors.
- Aside from conference responsibilities, work with the President to seek opportunities to promote Apra Canada and advocate on behalf of the Association.

DOES THIS POSITION INTERACT WITH ANY INTERNAL OR EXTERNAL STAKEHOLDERS? PLEASE IDENTIFY/EXPLAIN.

Yes. Interactions may occur with members, sponsors, vendors and financial institutions as part of the regular processing of payments and expenses.

DOES THE WORKLOAD FOR THIS POSITION VARY DEPENDING ON TIME OF YEAR, OR IS IT CONSISTENT?

The workload for this position is steady, starting a year-and-a-half before the conference begins. The workload becomes more intensive in the 4 months leading up to the conference.

DOES THIS POSITION REQUIRE ANY SPECIAL SKILLS OR KNOWLEDGE TO BE MOST EFFECTIVE?

- Be an active member in the Apra Canada community.
- Be able to effectively network with those in the nonprofit sector, especially with individuals who are in prospect development.
- Be able to multi-task and balance Apra Canada and work/life activities.
- Be a team player as well as be able to work independently within board and committee settings.
- Have excellent communication skills.
- Be willing to dedicate time and passion to ensure the success of the conference.
- Be a positive role model for committee members and other potential volunteers and Apra Canada members.