



Canada

Board of Directors: Job Description

POSITION TITLE: Director of Regional Representatives

WHAT ARE THIS ROLE'S KEY RESPONSIBILITIES?

The Director, Regional Representatives is responsible for keeping in touch with all local regional reps across the country. Detail tasks include:

- Encourage local regional reps to reach out to researchers in their region and to organize and host:
 - professional development webinar sessions put on by Apra Canada
 - organize 1-2 networking gatherings a year, outside of Apra PD sessions (e.g. holiday event in December / Summer event)
 - encourage lunch & learn sessions to share research best practices and expertise including Apra Canada /International conference sessions by those who attended
 - Encourage regional reps to know what is of interest to the researchers in your region and bring ideas forward to the Apra Canada Board (through the Director, Regional Representatives)
- Update and maintain the Regional Volunteers List on the Apra Canada website.
- Promote the benefits of being an Apra Canada member to other non-profit organizations in your region that may not have a dedicated researcher to recruit new members.
- Arrange other events best suited to the researchers in your area.

NOTE: Apra Canada will assist in sponsoring **two networking event per year in your region through a financial donation**. This will be a fixed \$ amount contribution based on number of attendee members, from at least 2 or more organizations, to the event. The contribution will be \$10/member.

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

In this role you interact with Apra Canada board members and regional reps via email across the country.

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

The workload for this role is fairly consistent and minimal.

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

- Good written and verbal communication skills.
- Ability to motivate volunteers.