



INSIGHT
PHILANTHROPY
RESULTS

Board of Directors – Job Description

Position Title: Director, Knowledge Management

Roles & Responsibilities

The Director, Knowledge Management is responsible for reviewing and auditing the Apra Canada board's existing documentation. Specific responsibilities include but are not limited to:

- Ensuring that all job descriptions for the Directors are up-to-date and reflective of current responsibilities
- Ensuring that any gaps in documentation are identified and mitigated
- Ensuring that documentation pertaining to access and vendors is completed
- Coordinating with all Directors to ensure documentation pertaining to their portfolios is consistently captured and stored for optimal use

Key Internal Collaboration

The Director, Knowledge Management works in close collaboration with each Director on the aforementioned projects above.

Key External Collaboration

The Director, Knowledge Management, may work with the Webmaster to coordinate storage and access of key documentation to be available to Apra Canada membership via the website.

Apra Canada Conference support

The Director, Knowledge Management will support the Conference Chair in ensuring that the conference documentation is consistently captured and stored for optimal use.

Workload

Typically 1-2 hours per week, though workload may ebb and flow depending on the focus of assigned projects.

Skills

- Strong organizational skills
- Strong interpersonal and collaborative skills
- Good attention to detail