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Board of Directors – Job Description

Position Title: President

Roles & Responsibilities

According to the Apra Canada By-Laws (2017), the primary duties of the President are to “supervise the other officers in the execution of their duties and preside at all meetings of the Association and of the Board”.

Specific accountabilities:

- Steward the mission, vision and strategic objectives for Apra Canada and ensure that the Board collectively contributes to the establishment and achievement of that strategy, as outlined in the Strategic Plan, as well as the Association’s sustainability.
- Monitor performance of the Board and its individual Directors. Update and redistribute board roles as required to fulfill the board’s overall strategic objectives.
- Plan for Board members’ succession, including appointment of replacement Board members to vacant positions.
- Define Committees and appoint Committee positions, i.e. Nominating Committee members, Conference Co-Chair, and representatives to Working Groups.
- Implement effective and efficient Board policies, procedures, roles and structures.
- Develop Board meeting and General Meeting schedules and agendas, and preside over all Board meetings and General Meetings.
- Report to Apra International on an as-needed basis, such as participation in the Chapters Committee.
- Liaise with Apra International and other Apra chapters, and is responsible for outward facing communications to the prospect research community.
- Pursue and develop alliances with other organizations and individuals to further the Association’s purpose and strategic objectives.
- Oversee retention and management of permanent records associated with this position.
- Act as an advocate for members of Apra Canada, for the Apra Canada Chapter, and for the prospect development profession.

Key Internal Collaboration

The President is a primary contact for Apra Canada Board members, Apra Canada committee members, Apra Canada members, and Apra International leadership.

- The President must be able to respond in a professional and timely matter to any internal inquiries and operations that may directly or indirectly affect Apra Canada and its activities.

Date last reviewed 02/03/2021



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- As one of the Executive Officers, the President must communicate regularly with the other Officers to ensure Association operations are running smoothly without impediments.
- The President will collaborate with the treasurer to ensure financial transparency, accountability, and sustainability for the association.
- In general, the President will commit to building and promoting a culture of transparency and accountability within the Apra Canada board.
- Contracts, documents or instruments in writing requiring the signature of the Association may be signed as follows:
 - (a) by the President, together with one other director, or
 - (b) in the event that the President is unable to provide a signature, by any two Directors
 - All contracts, documents and instruments in writing so signed will be binding upon the Association without any further authorization or formality.

Key External Collaboration

The President is a primary contact for all individuals and organizations interested in Apra Canada.

- The President must be able to respond in a professional and timely matter to any external inquiries and operations that may directly or indirectly affect Apra Canada and its activities.
- The President is expected to participate in Apra International committees and Chapter Presidents' meetings and advocate on behalf of the Association as to what is in the best interest of our members.
- The President is a key liaison between Apra Canada and external vendors (e.g. Peaceworks.)

As the leader of the Apra Canada chapter, the Apra Canada President may be required to speak publicly, or to engage publicly with external stakeholders, through the chapter's communications channels.

Apra Canada Conference support

The President will maintain regular contact with the Conference Co-Chairs and ensure that investments, contracts, risks, and unforeseen emergencies are managed appropriately.

The President is expected to attend the Apra Canada Conference and key events. If travel is required, reasonable expenses will be paid by Apra Canada.

The President must act as a representative of the chapter and ensure that events are welcoming and inclusive for all attendees.

The President must make every effort to engage with all conference delegates whether through formal sessions such as the board presentations, or through informal events such as networking sessions.



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Workload

The workload for the Apra Canada President is significant and requires a commitment of 5 hours per week, typically, with additional time required during certain key events such as the Apra International Events (e.g. Conference, Chapter Leaders' Summit) and industry events, as well as the Apra Canada Conference.

Skills

In general, the Apra Canada President must be skillful in Leadership, Advocacy, and Communication

Additionally, the person holding the position of President should:

1. Be an active member in the Apra Canada community.
2. Be an active member in the Apra International community. As one of the three Officers of the Society (including the Treasurer and Secretary), the President must be an Apra International member in good standing.
3. (If the President's employer does not pay for membership, the Apra Canada Chapter will cover this expense.)
4. Have extensive experience in the prospect research, prospect development, and fundraising fields.
5. Be a positive mentor for others within the research and prospect development community.
6. Be able to multi-task and balance Apra Canada and work/life activities.
7. Be professional in the advocacy of Apra Canada.
8. Demonstrate a commitment to equity, diversity, inclusion, and advocacy within Apra and Apra Canada, as well as externally when acting as a representative of Apra and Apra Canada.
9. Be willing to dedicate the time and passion to the Association.
10. Develop a solid grasp of Apra Canada's finances and financial procedures.
11. Be a positive role model for other potential volunteers and Association members.