

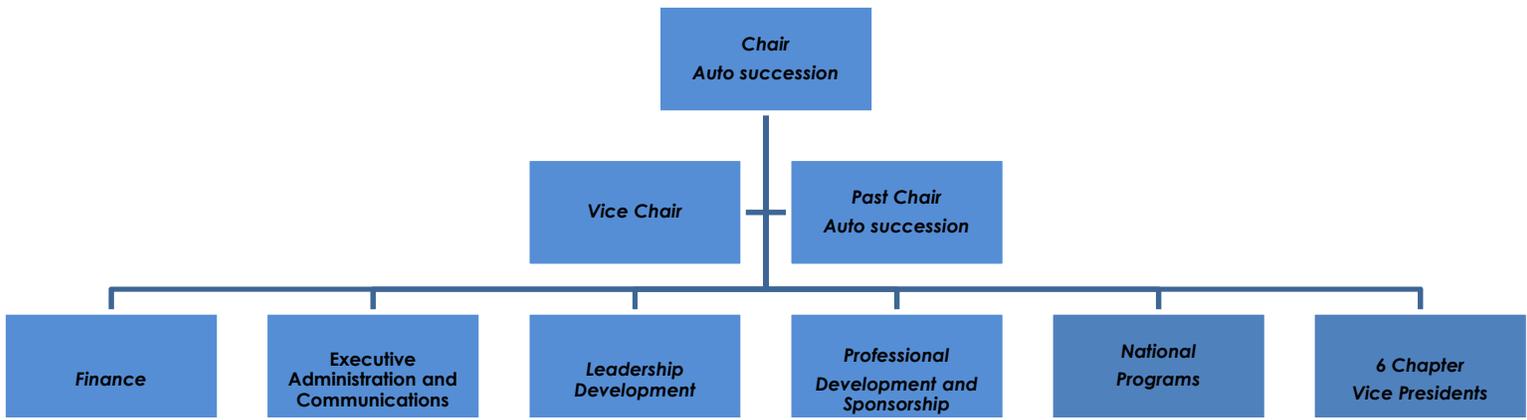


IABC Canada West Region Overview

IABC Canada West is one of eight regions internationally and one of two regions in Canada, which accounts for just over 40 per cent of all IABC members in the world. We represent and support IABC chapters and their leaders from B.C. to Manitoba. We serve to develop leaders and enhance the operations of individual chapters by providing leadership development programming and connecting chapters to share ideas and best practices. For members, we offer professional development through our regional conference and other professional development opportunities such as speakers' tours. Working with our colleagues in IABC Canada East, we deliver national programs such as Silver Leaf and Master Communicator awards.

IABC Canada West currently has a 14-member board (8 directors + 6 chapter representatives). Major initiatives for IABC Canada West include coordination of: Silver Leaf and Master Communicator National Programs; bi-annual conference; speakers' tours; "Dare to Lead" western IABC chapter leadership conference, and chapter grants programs.

Each year, IABC Canada West issues a call for nominations to its members seeking interested candidates to serve on the Executive Committee and CWR Board in the open positions for the following roles: Vice Chair, Communications Director, Finance Director, Leadership Development Director, National Programs Director and Professional Development and Sponsorship Director. These two-year positions offer professional development opportunities for members to enhance skills and build their professional network regionally, nationally and internationally, as well as contribute to the growth and development of chapter leaders in our region. The organization chart shows the structure of the regional board, including the Executive Board positions and the Chapter representatives, and the following pages detail the position descriptions.





Vice Chair

(Automatic succession to Region Chair)

Overview: As the understudy to the Chair, this position performs tasks and duties to prepare for automatic assumption of the Chair's position at the end of the Chair's term. This position coordinates the Region's long-range planning activities, coordinates the planning of the IABC Canada event at Leadership Institute and World Conference, serves as a resource and mentor to board members and other chapter leaders, and handles other assignments from the Chair. The position serves as a member of the IABC/CWR Executive Committee and the IABC/CWR Board.

Term: July 1 to June 30 (year one of three-year commitment). All incoming board members are expected to attend the in person board meeting held in May before the July 1 commencement of their board term.

Estimated time commitment: A minimum of 5-6 hours/month for Region activities and communication. This position's responsibility includes two monthly meetings by conference call. As with all volunteer positions, the opportunities (and potential return on investment) for involvement and engagement vary greatly. The above estimates do not include special Region projects (up to 5 hours/month).

Financial considerations: Under the current approved budget, the Vice Chair's expenses are up to 100% reimbursed as follows: travel, hotel accommodation, event registration and ground transportation for two Region meetings (fall planning and Dare to Lead in the spring) and Leadership Institute. Refer to travel and expense policy for eligible expenses detail.

Requirements:

- IABC membership in good standing
- Relevant volunteer experience (this includes, but is not limited to IABC chapter- or region-level volunteer experience)
- Ability to commit to three-year term (Vice-Chair to Chair to Past Chair), including current and anticipated travel and meeting requirements
- Ability to manage a team of volunteers in a not-for-profit context
- Excellent interpersonal, leadership and communication skills
- Awareness of professional issues – within IABC, communications in general, and other relevant global issues
- Experience with IABC programs and services will be considered an asset, but not a requirement
- Ability to take direction from and work well with Region Chair and – looking ahead – with the International Council of Regions
- Budget management an asset
- Working knowledge of board governance and Robert's Rules of Order

Opportunity:

- Develop and fine-tune your management and leadership skills
- Help develop and manage an \$125,000/year operating budget
- Build your network of contacts and colleagues across Canada and around the world
- Participate in a leadership conference of IABC volunteers from around the world
- Exposure to and the opportunity to participate in a wide variety of IABC national programs (Silver Leaf Awards, Regional Conferences, Master Communicator)
- Increased professional and leadership profile within your local and national communities
- Opportunity to mentor and be mentored in new directions
- The experience also serves as one potential stepping stone to IABC international work at the board or committee level



Chair

(Automatic succession to Past Chair)

Overview: Chairs the Region Board, presides at all meetings, oversees general business of the Region, manages the activities of Board members, serves as a resource and mentor to board members and other chapter leaders, and performs other tasks related to Region affairs. This position also works with its Canada Eastern Region counterpart to set direction for IABC Canada activities. The Region Chair automatically sits on the Council of Regions, a forum for regional issues that will have a formal connection to the International Executive Board (IEB), and will automatically sit on the International Nominating Committee and select committees. The position serves as a member of the IABC CWR Executive Committee and the IABC CWR Board.

Term: July 1 to June 30 (year two of three year commitment).

Estimated time commitment: A minimum of 15 to 20 hours/month for Region activities and communication, IABC Canada and Council of Region activities. This position's responsibility includes chairing two monthly meetings by conference call. As with all volunteer positions, the opportunities (and potential return on investment) for involvement and engagement vary greatly. The above estimates do not include special projects (up to 5 hours/month).

Financial considerations: Under the current approved budget, the Region Chair's expenses are up to 100% reimbursed as follows: travel, hotel accommodation, event registration and ground transportation for Region meetings (Dare to Lead in May of current year, fall planning meeting and Dare to Lead in May for the next year) and two Council of Region meetings (at Leadership Institute in Feb. and the International World Conference in June). Refer to travel and expense policy for eligible expenses detail.

Requirements:

- IABC membership in good standing
- Relevant volunteer experience (this includes, but is not limited to IABC chapter- or region-level volunteer experience)
- Ability to commit to two-year remaining term (Chair to Past Chair), including current and anticipated travel and meeting requirements
- Demonstrated ability to manage volunteers in a not-for-profit context
- Excellent interpersonal, leadership and communication skills
- Awareness of professional issues – within IABC, communications in general, and other relevant global issues
- Experience with IABC programs and services will be considered an asset, but not a requirement
- Working knowledge of board governance and Robert's Rules of Order

Opportunity:

- Develop and fine-tune your management and leadership skills
- Help develop and manage an \$125,000/year operating budget
- Build your network of contacts and colleagues across Canada and around the world
- Participate in a leadership conference of IABC volunteers from around the world
- Exposure to and the opportunity to participate in a wide variety of IABC national programs (Silver Leaf Awards, Regional Conferences, Master Communicator) and international programs (Leadership Institute, Foundation, Gold Quill, Global Task Force, etc.)
- Increased professional and leadership profile within your local, national and international communities
- Opportunity to mentor and be mentored in new directions
- The experience also serves as one potential stepping stone to IABC international work at the board or committee level



Past Chair

(Automatic succession from Region Chair)

Overview: As the Past Chair, this position acts in an advisory role to the board providing historical context and input. This position handles other assignments from the Chair and oversees the nominating process for the next incoming board. The position serves as a member of the IABC CWR Executive Committee and the IABC CWR Board.

Term: July 1 to June 30 (year three of three year commitment)

Estimated time commitment: A minimum of 5-6 hours/month for Region activities and communication. This position's responsibility includes two monthly meetings by conference call. As with all volunteer positions, the opportunities (and potential return on investment) for involvement and engagement vary greatly. The above estimates do not include special Region projects (up to 5 hours/month).

Financial considerations: Under the current approved budget, the Past Chair's expenses are up to 100% reimbursed as follows: travel, hotel accommodation (based on double occupancy), event registration and ground transportation for two Region meetings (fall planning and Dare to Lead in the spring). Refer to travel and expense policy for eligible expenses detail.

Requirements:

- IABC membership in good standing
- Relevant volunteer experience (this includes, but is not limited to IABC chapter- or region-level volunteer experience)
- Ability to commit to one-year term (automatic succession from Vice-Chair and Chair role), including current and anticipated travel and meeting requirements
- Ability to manage a team of volunteers in a not-for-profit context
- Excellent interpersonal, leadership and communication skills
- Awareness of professional issues – within IABC, communications in general, and other relevant global issues
- Experience with IABC programs and services will be considered an asset, but not a requirement
- Ability to take direction from and work well with Region Chair
- Experience and knowledge to serve as a senior advisor on CWR history, board governance and Robert's Rules of Order

Opportunity:

- Develop and fine-tune your management and leadership skills
- Help develop and manage an \$125,000/year operating budget
- Build your network of contacts and colleagues across Canada and around the world
- Participate in a leadership conference of IABC volunteers from around the world
- Exposure to and the opportunity to participate in a wide variety of IABC national programs (Silver Leaf Awards, Regional Conferences, Master Communicator)
- Increased professional and leadership profile within your local and national communities
- Opportunity to mentor and be mentored in new directions
- The experience also serves as one potential stepping stone to IABC international work at the board or committee level



Finance Director

Overview: This position handles the Region's financial and budgeting tasks; works with the Region Executive to update and/or draft an annual budget; directs and controls Region finances and maintains the Region's official financial records; coordinates annual financial review with an accountant; ensures adherence to financial procedures and filings as required by the Canada Western Region and IABC International bylaws and Revenue Canada; serves as a member of the IABC CWR Executive Committee; serves as a member of the IABC CWR Board; serves as a resource and mentor to board members and other chapter leaders; other special projects as assigned.

Term: Two-year term, commencing July 1 to June 30 of the following year. All incoming board members are expected to attend the in person board meeting held in May before the July 1 commencement of their board term.

Estimated time commitment: A minimum of 7-8 hours/month for basic accounting, bookkeeping and as a resource to other Board members and chapter finance leaders. IABC Canada/West also maintains the relationship with an accountant to assist with bookkeeping, record consistency and all Canada Revenue filings. This position looks for monetary savings (travel, etc.) for the chapter and coordinates the budget process for both the region and the Canada West Region conference. This position works actively with the Chair, to manage the year end process and ensure the region meets its financial obligations as set by the bylaws. This position's responsibility includes two monthly meetings by conference call. As with all volunteer positions, the opportunities (and potential return on investment) for involvement and engagement vary greatly - there may be special Region projects (up to 5 hours/month).

Financial considerations: Association business monthly expenses (postage, meeting room deposits, conference call charges etc.) are paid for and expensed back to the region by the finance director. Under the current approved budget, the Finance Director's expenses are up to 100% reimbursed as follows: travel, hotel accommodation, event registration and ground transportation for two in-person meetings (fall and spring) and in some cases, Leadership Institute. Refer to travel and expense policy for eligible expenses detail.

Requirements:

- IABC membership in good standing
- Relevant volunteer experience (this includes, but is not limited to IABC chapter- or region-level volunteer experience)
- Familiarity with basic accounting principles and ability to apply these to Canada Western Region bookkeeping and/or ability/willingness to complete a basic bookkeeping course paid for by CWR
- Ability to commit to two-year term
- Demonstrated ability to manage a budget
- Excellent interpersonal, leadership and financial communication skills
- Awareness of professional issues – within IABC, communications in general, and other relevant global issues
- Experience with IABC programs and services will be considered an asset, but not a requirement
- Ability to take direction from and work well with Region Chair

Opportunity:

- Develop and fine-tune your management and leadership skills
- Help develop and manage an \$125,000/year operating budget
- Build your network of contacts and colleagues across Canada and around the world
- Participate in a leadership conference of IABC volunteers from around the world
- Exposure to and the opportunity to participate in a wide variety of IABC national programs (Silver Leaf Awards, Regional Conferences, Master Communicator)
- Increased professional and leadership profile within your local and national communities
- Opportunity to mentor and be mentored in new directions
- The experience also serves as one potential stepping stone to IABC international work at the board or committee level



Executive Administration and Communications Director

Overview: This position handles the Region's administrative tasks; works with the Region Executive to maintain Region records, including contact lists and minutes of all meetings; coordinates Annual General Meeting and corresponding notices to members. Works with the Chair to provide event planning support and coordination for two in-person board meetings (fall and spring). The position ensures Canada Western Region website content is current and relevant; works closely with the Canada Eastern Region on Canada website content and strategy; provides timely and accurate information to board members about regional and international issues; serve as a member of the IABC CWR Executive Committee; serve as a member of the IABC CWR Board; serves as a resource and mentor to board members and other chapter leaders; other special projects as assigned.

Term: Two-year term commencing July 1 to June 30 of the following year. All incoming board members are expected to attend the in person board meeting held in May before the July 1 commencement of their board term.

Estimated time commitment: A minimum of 8 - 10 hours/month for basic record-keeping, including minutes, website content/strategy and distribution. This position's responsibility includes two monthly meetings by conference call and the planning and organizing of two annual in-person board meetings. As with all volunteer positions, the opportunities (and potential return on investment) for involvement and engagement vary greatly. The above estimates do not include special Region projects (up to 5 hours/month) and the in-person board meetings which requires an additional time commitment.

Financial considerations: Under the current approved budget, the Communication Director's expenses are up to 100% reimbursed as follows: travel, hotel, event registration and ground transportation for two Region meetings (fall planning and Dare to Lead) and in some cases, Leadership Institute. All other expenses (including food and other entertainment) are the responsibility of the Communications Director. Refer to travel and expense policy for eligible expenses detail.

Requirements:

- IABC membership in good standing
- Relevant volunteer experience (this includes, but is not limited to IABC chapter- or region-level volunteer experience)
- Familiarity with basic and timely record-keeping; familiarity with website content management
- Ability to commit to a two-year term
- Demonstrated ability to manage a budget
- Event planning experience
- Excellent interpersonal, leadership and financial communication skills
- Awareness of professional issues – within IABC, communications in general, and other relevant global issues
- Experience with IABC programs and services will be considered an asset, but not a requirement
- Ability to take direction from and work well with Region Chair.

Opportunity:

- Develop and fine-tune your management and leadership skills
- Help develop and manage an \$125,000/year operating budget
- Build your network of contacts and colleagues across Canada and around the world
- Participate in a leadership conference of IABC volunteers from around the world
- Exposure to and the opportunity to participate in a wide variety of IABC national programs (Silver Leaf Awards, Regional Conferences, Master Communicator)
- Increased professional and leadership profile within your local and national communities
- Opportunity to mentor and be mentored in new directions
- The experience also serves as one potential stepping stone to IABC international work at the board or committee level



Leadership Development Director

Overview: Serve as a resource for chapters on leadership development, volunteer management, strategic planning and succession planning as required; coordinate activities to enhance leader development and sharing of best practices between the chapters (portfolio or other special project calls or web meetings; Chapter Management Awards awareness, coaching and preparation; seek out and share articles/resources on chapter and volunteer leadership (update Box.com) and share with chapters as required; responsible for Dare to Lead planning (budgets, venue, etc.) working with local Chapter Dare to Lead committee, serve as the CWR liaison with the host chapter for Dare to Lead (CWR annual chapter leadership development conference) and oversee Dare to Lead content development and program advisory committee; coordinate regional activities and participation at Leadership Institute; serve as a member of the IABC/CWR Executive Committee; serve as a member of the IABC/CWR Board.

Term: Two-year term July 1 to June 30. All incoming board members are expected to attend the in person board meeting held in May before the July 1 commencement of their board term.

Estimated time commitment: A minimum of 6 - 7 hours/month for meeting attendance, chapter check-ins and distribution of resources. This position's responsibility includes two monthly meetings by conference call. As with all volunteer positions, the opportunities (and potential return on investment) for involvement and engagement vary greatly. The above estimates do not include special Region projects (up to 5 hours/month).

Financial considerations: Under the current approved budget, the expenses are up to 100% reimbursed as follows: Travel, hotel accommodation, event registration and ground transportation for two Region meetings (fall planning and Dare to Lead) and in some cases, Leadership Institute. All other expenses (including food and other entertainment) are the responsibility of the Leadership Development Director. Refer to travel and expense policy for eligible expenses detail.

Requirements:

- IABC membership in good standing
- Relevant volunteer experience (this includes, but is not limited to IABC chapter- or region-level volunteer experience)
- Ability to commit to two-year term
- Demonstrated ability to manage a budget
- Excellent interpersonal, leadership and financial communication skills
- Awareness of professional issues – within IABC, communications in general, and other relevant global issues
- Experience with IABC programs and services
- Ability to take direction from and work well with Region Chair

Opportunity:

- Develop and fine-tune your management and leadership skills
- Help develop and manage an \$125,000/year operating budget
- Build your network of contacts and colleagues across Canada and around the world
- Participate in a leadership conference of IABC volunteers from around the world
- Exposure to and the opportunity to participate in a wide variety of IABC national programs (Silver Leaf Awards, Regional Conferences, Master Communicator)
- Increased professional and leadership profile within your local and national communities
- Opportunity to mentor and be mentored in new directions
- The experience also serves as one potential stepping stone to IABC international work at the board or committee level



Professional Development and Sponsorship Director

Overview: Plan and implement regional professional development opportunities and support chapters' professional development as needed; cultivates relationships with potential and existing sponsors on behalf of CWR and liaises with relevant colleagues in CER. Develops and oversees off conference-year PD (e.g. a speaker's tour). Advise chapters on PD opportunities for chapter, regional, national or international professional development based on current IABC strategic priorities. Serve as a member of the IABC CWR Executive Committee; serve as a member of the IABC CWR Board.

Term: Two-year term July 1 to June 30. All incoming board members are expected to attend the in person board meeting held in May before the July 1 commencement of their board term.

Estimated time commitment: A minimum of 10 hours/month for basic administrative and management tasks. In conference years, this role may be expanded to include Conference Chair duties (or coordinating between a conference chair and the board) and would then require significantly more volunteer hours. Alternatively, a Conference Chair will be appointed and will report to the PD Director. If the PD Director takes on the position of Conference Chair, they will establish a working committee to assist with tasks. A paid resource is also available during conference years to assist with logistics and planning. This position's responsibility includes two monthly meetings by conference call. As with all volunteer positions, the opportunities (and potential return on investment) for involvement and engagement vary greatly.

Financial considerations: Under the current approved budget, the Professional Development and Sponsorship Director's expenses are up to 100% reimbursed as follows: travel, hotel accommodation, event registration, and ground transportation for two Region meetings (fall planning and Dare to Lead) and in some cases, Leadership Institute. See travel and expense policy for eligible expenses detail.

Requirements:

- IABC membership in good standing
- Relevant volunteer experience (this includes, but is not limited to IABC chapter- or region-level volunteer experience)
- Familiarity with basic record-keeping
- Experience with event planning and implementation
- Experience leading a team
- Demonstrated ability to manage a budget
- Ability to manage supplier contract (event organizer)
- Excellent interpersonal, leadership and financial communication skills
- Awareness of professional issues – within IABC, communications in general, and other relevant global issues
- Experience with IABC programs and services will be considered an asset, but not a requirement
- Ability to take direction from and work well with Region Chair.

Opportunity:

- Develop and fine-tune your management and leadership skills
- Help develop and manage an \$125,000/year operating budget
- Build your network of contacts and colleagues across Canada and around the world
- Participate in a leadership conference of IABC volunteers from around the world
- Exposure to and the opportunity to participate in a wide variety of IABC national programs (Silver Leaf Awards, Regional Conferences, Master Communicator)
- Increased professional and leadership profile within your local and national communities
- Opportunity to mentor and be mentored in new directions
- The experience also serves as one potential stepping stone to IABC international work at the board or committee level



National Programs Director

Overview: Lead and manage IABC Canada's Silver Leaf Awards program and Master Communicator (MC) program in partnership with Canada East Region. These programs are split on alternating years among the regions so resources can be shared. The director is encouraged to build a working committee to assist with planning and coordination during the Silver Leaf term

Term: Two-year term July 1 to June 30. All incoming board members are expected to attend the in person board meeting held in May before the July 1 commencement of their board term.

Estimated time commitment:

- **The Silver Leaf Program** requires a combination of planning and logistics (strategic and tactical support) which will ramp up during the implementation stage from March to June as well as the evaluation stage from August through November. An average of 20 hours a week is required to run this program (from August to October). We recommend the National Programs Director recruit and maintain a volunteer working committee to assist with the workload.
- **The Master Communicator Program** requires an average commitment of 10-15 hours volunteer time in total. A committee of Master Communicators manages this program and the director liaises between the CWR board and the committee chair.
- Estimated time commitment for board duties ranges from two to five hours a month for basic administrative tasks, depending on need. This position's responsibility includes two monthly meetings by conference call.

Financial considerations: Under the current approved budget, the National Program Director's expenses are up to 100 per cent reimbursed as follows: travel, hotel accommodation, event registration and ground transportation for two regional meetings (fall planning and Dare to Lead) and in some cases, Leadership Institute. See travel and expense policy for eligible expenses details.

Requirements:

- IABC membership in good standing
- Relevant volunteer experience (this includes, but is not limited to IABC chapter- or region-level volunteer experience)
- Ability to commit to two-year term
- Excellent interpersonal, leadership and financial communication skills
- Awareness of professional issues – within IABC and communications in general
- Experience evaluating Silver Leaf or Gold Quill award entries
- Experience with IABC programs and services will be considered an asset, but not a requirement
- Ability to take direction from and work well with Region Chair, as well as National Programs co-director in Canada East Region.

Opportunity:

- Develop and fine-tune your management and leadership skills
- Help develop and manage an \$125,000/year operating budget
- Build your network of contacts and colleagues across Canada and around the world
- Participate in a leadership conference of IABC volunteers from around the world
- Exposure to and the opportunity to participate in a wide variety of IABC national programs (Silver Leaf Awards, Regional Conferences, Master Communicator)
- Increased professional and leadership profile within your local and national communities
- Opportunity to mentor and be mentored in new directions
- The experience also serves as one potential stepping stone to IABC international work at the board or committee level