



Professional Development and Sponsorship Director

Overview: Plan and implement regional professional development opportunities and support chapters' professional development as needed. Advise chapters on PD opportunities for chapter, regional, national or international professional development based on current IABC strategic priorities. Plan and grow the awareness of and desire for IABC's certification programs across the region, cultivates relationships with the regions professional development directors to maximize the GCCC's impact. Cultivate relationships with potential and existing sponsors on behalf of CWR and liaises with relevant colleagues in CER. Liaises with chapter sponsorship representatives to develop a sponsorship strategy for the region. Develops and oversees off conference-year PD (e.g. a speaker's tour). Recruit and manage CWR conference chair for conference held every two years. 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 include recruitment and subsequent management of, a conference chair and the board. If no suitable conference chair can be secured, there is an option for the PD Director to assume the position of Conference Chair, with an established 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