



IABC Canada West Region Overview

IABC Canada West Region (CWR) is one of the six international regions and one of the two Canadian regions within the International Association of Business Communicators (IABC). Collectively, these two Canadian regions represent just over 40 percent of all IABC members globally.

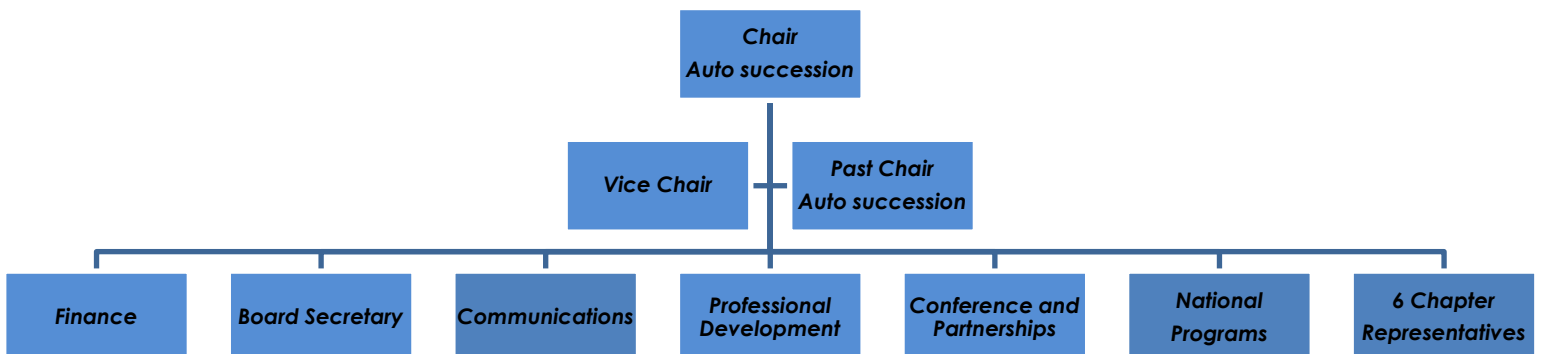
CWR's principal mandate is to cater to IABC members situated in Western Canada, delivering added value to their membership experience while also fostering volunteer and leadership development and professional engagement initiatives.

CWR is a representative body that supports IABC chapters and their respective leaders from British Columbia to Manitoba. Our core mission involves cultivating leadership skills and refining the operational capacities of individual chapters. This is achieved through a spectrum of leadership development programs and by facilitating the exchange of ideas and best practices among chapters. Additionally, we provide avenues for professional development, notably through our regional conferences and other specialized opportunities.

Currently, IABC CWR boasts a board comprising nine directors and six-chapter representatives and serves our 1,400 members. Key initiatives undertaken by IABC CWR encompass the coordination of national programs such as [Silver Leaf](#) and [Master Communicator](#), hosting a [biennial conference](#), organizing "[Dare to Lead](#)," a volunteer leadership development conference, and administering chapter grants programs, among other professional development initiatives.

We are currently looking to fill the recently vacated position of Conference and Partnerships Director. This position affords members invaluable opportunities for professional growth and networking and allows them to contribute significantly to the advancement of chapter leaders within our region.

For a comprehensive overview of our organizational structure, including the delineation of Executive Board positions and Chapter representatives, please refer to the provided organization chart. Detailed position descriptions can be found on subsequent pages, offering a thorough understanding of the roles and responsibilities associated with each position.





General Board Responsibilities and Considerations

The following section outlines shared responsibilities and opportunities of any IABC CWR board role. Details for each position are shared in the following pages.

Opportunity

- Champion professional communications and help communications leaders throughout Western Canada, learn, grow and lead.
- Help develop and fiscally manage a \$125,000 annual operating budget
- Build your network of contacts and colleagues across Canada and 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
- Recruit, onboard, and manage volunteers as needed
- Build a foundation of knowledge and experience as one potential stepping stone to IABC international work at the board or committee level

Financial considerations: Pending budget approval, board representatives' expenses are up to 100 percent reimbursed for travel, hotel accommodation, event registration, and transportation for regional in-person meetings. Refer to the [travel and expense policy](#) for details on eligible expenses.

Estimated Time Commitment: All board members are expected to attend in-person board meetings (up to one per year) and monthly meetings (up to two per month, held virtually). As with all volunteer positions, the opportunities (and potential return on investment) for involvement and engagement vary greatly. Time estimates do not include special Region projects (up to five hours/month). Certain timely events (e.g. in-person meetings, Dare to Lead) will require an additional commitment.

Requirements

- IABC membership in good standing
- Relevant volunteer experience (includes, but is not limited to, IABC chapter- or region-level volunteer experience)
- Excellent interpersonal, leadership, and communication skills
- Experience with IABC programs and services will be considered an asset
- Awareness of professional issues – within IABC, communications in general, and other relevant global issues
- IABC certification or accreditation desirable



Conference and Partnerships Director

Overview: This position serves as a member of the IABC CWR Board, **leads the IABC Canada Region Conference committee**, held every two years, and stewards all partnerships for the Region.

Unique Opportunities of Role

- Chair the Canada Region Conference committee, including planning and development, execution and reporting. Co-chair and committee recruitment and oversight. Location and venue selection on behalf of IABC CWR.
- Oversee the conference vendor event management, including the RFP process, vendor selection and management.
- Cultivate and help steward conference sponsorships and other partnerships on behalf of CWR, in coordination with IABC CER, chapter and international counterparts, as needed.
- Liaise with chapter, regional, national, and international sponsorship representatives to develop a sponsorship strategy.

Term: A two-year board term starting asap until June 30, 2025, to align with the IABC Conference planning cycle.

Estimated time commitment: At least 10 hours/month for essential administrative and management tasks. The time commitment may increase as the conference date approaches. An event management vendor is also available to assist with logistics and planning.

Requirements

- Experience leading a team
- Experience with event planning and implementation
- Ability to manage supplier contracts (event organizer)
- Experience or willing to learn how to build lasting and mutually beneficial relationships with partners and sponsors
- Ability to take direction from and work well with the Region Chair and with the event management vendor

Interested candidates should review the general board considerations and responsibilities to understand the full scope of this IABC CWR board role.

Interested in applying? Interested candidates should complete the IABC CWR Nomination Form and submit it to the Chair at cwr-chair@iabc.com. This position will be open until filled.