

## **Canadian Public Relations Society of Vancouver Board of Directors – Director Job Description**

**Position:** Director of Operations (1)

**Term:** 3 years

**Objectives of Role:** Serving the CPRS Vancouver Board of Directors by providing administrative support; responsible for Board documentation including meeting minutes and agendas; oversees CPRS Vancouver bylaws and ensures compliance under the BC Societies Act.

### **Board Member Expectations**

Joining the Board of a non-profit organization is an exciting opportunity. Professional associations like CPRS Vancouver could not function without the skills, experience, knowledge and time that Board members contribute to their role, duties and responsibilities. CPRS Vancouver's goal is to ensure you have a positive and rewarding experience serving on the Board of Directors by broadening your networks and by providing opportunities to hone your leadership and strategic planning skills.

When you agree to join the CPRS Vancouver Board, it is important to recognize that you're making a commitment to the organization and your fellow Board members. Skills, competencies and expectations include:

- Commitment to the CPRS mandate and vision
- Making decisions in the best interest of the organization
- Understanding of the duties and responsibilities of Board members
- Understanding of the role and accountabilities of Board members
- Communication skills
- Reasoned decision-making
- Respectful of the questions and opinions of other Board members

### **Board Member Responsibilities**

- Be an active member of CPRS
- Come prepared to participate in monthly Board meetings with an effort to attend in-person when scheduled
- Review Board reading materials, including monthly meeting minutes for accuracy
- Contribute monthly written status updates (in bullet form) of activity in your portfolio prior to Board meetings
- Share responsibility for the success of monthly meetings
- Discussions and decisions uphold the principles of fairness, good faith and transparency
- Decisions uphold CPRS Vancouver principles and vision
- Provide strategic counsel on overall Board goals, objectives and initiatives
- Can support and respond to fellow Board members' information requests in a timely manner (recommend within 48 hours)

### **Portfolio Responsibilities**

The Director of Operations supports the overall organization of the Board. Responsibilities include:

- Work with the President to assemble monthly Board meeting materials (e.g. Board reporting template, draft agenda template)
- Attends all Board meetings and records Board meeting minutes
- Edits and distributes Board meeting minutes, including action items and reference materials
- Updates, organizes, collects, catalogs and archives historical documents in the Board's Google Drive (e.g. minutes, AGM reports, procedures, contracts, etc.)
- Identify areas for procedure development (e.g. promotion of Board reporting best practices)

- Manages Board of Directors information (contact info, bios, headshots)
- Coordinates assembly of the annual Report to Members in advance of the AGM
- Assists with new Board member onboarding and orientation