

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

Position: Director, Equity, Diversity and Inclusion (EDI)

Term: 3 years

Objectives of role: Working with the EDI sub-committee and the support of the Board of Directors, The EDI Director advises on actions that will lead meaningful change as part of the chapter's commitment to become a more diverse and inclusive organization. The Director oversees the work of the sub-committee and for the operationalization of the Terms of Reference for the sub-committee, as approved by the BOD.

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, your fellow Board members and towards making CPRS Vancouver a more diverse and inclusive association. 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 and in good standing
- Come prepared to participate in monthly Board meetings with an effort to attend in-person/virtually 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)
- Set (in consultation with the executive) and manage the EDI budget

Portfolio Responsibilities

The Director, Equity, Diversity and Inclusion is responsible for overseeing the work of the EDI sub-committee, and work with the PD, Speaker Series, Special Events, Communications and Sponsorship directors to ensure the EDI lens is applied to all aspects of the chapter. Tactics include:

- Act as Chair of the EDI sub-committee and provide guidance and support to members in operationalizing the objectives outlined in the Terms of Reference, and that its stated goals and objectives are met
- Review and approve EDI programming plan to ensure diversity in the topics and contents presented
- Work in collaboration with the directors of other portfolios (PD, Speaker Series, Special Events, Communications and Sponsorship) to ensure a uniform approach in promoting and holding EDI programming and integration
- Oversee the development of blog posts, stories and messages for the CPRS Vancouver blog and Essentials Newsletter that outline and show CPRS Vancouver's commitment to equity, diversity and inclusion
- Liaise with the CPRS National Society to support the development and implementation of a national EDI strategy for CPRS.
- Develop a strategic plan to action the TOR objectives
- Provide regular reports/updates to the BOD on the progress of the sub-committee and action plans

Recommend:

- Hold EDI sub-committee meetings to discuss goals, priorities, give chapter updates, review progress on meeting the objectives, etc.

Qualifications

Education and Experience:

- CPRS Board Directors must have a minimum of five years' experience working in the field of communications and/or public relations.
- Experience relevant to volunteer management and community engagement desired.
- Demonstrable experience in leading, mentoring, coaching or supervising volunteers and practicum students.

As part of our commitment to be a more equitable, diverse and inclusive association, we encourage CPRS Vancouver members, including Black persons, Indigenous persons, women, gender diverse people, persons of colour, and persons with visible and invisible disabilities to apply for positions on the Board of Directors.