

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

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

**Term:** 3 years

**Objectives of Role:** Plan and coordinate the annual CPRS Vancouver Mentorship Program; support CPRS Vancouver mentors and mentees, as needed.

### **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 Mentorship is responsible for the CPRS Vancouver Mentorship Program. Responsibilities include:

- Working with the Director of Communications and CPRS Vancouver volunteers to develop and promote the Mentorship Program by developing website, blog and social media content for distribution.
- Respond, as needed, to prospective mentor and mentee enquires via the dedicated email account.

- Set program deadlines each year and post them on the CPRS Vancouver website.
- Review mentor and mentee applications and create matches based on common interests, industry type, career aspirations, geographic location and more.
- Distribute written introductions to all mentor and mentee pairings.
- Plan and host annual program event for mentors and mentees to meet/connect (either in person or virtually).
- Manage portfolio budget.

***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.***