

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

Position: Director of Volunteer Services

Term: 3 years

Objectives of Role: Volunteer Services Director is the board of directors' position responsible for the recruitment, screening, and placement of volunteers. This director will also create and implement a volunteer appreciation strategy and work to ensure volunteers are offered rewarding opportunities for personal and professional development.

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 Volunteer Services is the first point of contact for those looking to give back to the professional community. Responsibilities include:

1. Volunteer Program Coordination

- Develop and implement a plan for volunteer involvement by assessing organizational and volunteer needs.
- Create and implement strategy related to recruitment and retention of volunteers, specifically by focusing on the benefits of volunteering with CPRS Vancouver.
- Lead volunteer recruitment, screening, interview, and intake.
- Connect potential volunteers with appropriate board directors (once a volunteer has made it past the intake process, individual Directors will oversee orientation/onboarding processes for their own portfolios).
- Coordinates volunteer appreciation initiatives.
- Be the first point of contact for volunteers who contact CPRS Vancouver for volunteer opportunities (via volunteer email inbox/web form).

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.