

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

Position: Director of PRestige Awards

Term: Three years

Objectives of Role: Strategically plan, coordinate and execute the CPRS Vancouver PRestige Awards.

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 Vancouver
- 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)
- Attend virtual and in-person events planned by CPRS Vancouver

Portfolio Responsibilities

The Director of the PRestige Awards Program is responsible for the planning and execution of all aspects of CPRS Vancouver's local awards program. The director is responsible for building awareness for the awards in the PR/Communications community and looking for strategic opportunities to grow the program. Responsibilities include:

- Creating a roll-out and communications plan for the awards program.

- Manage all aspects of the awards program including:
 - Promotion and communications materials (including social media, website updates, e-blasts, etc.)
 - Determining award categories
 - Recruitment of judges
 - Managing adjudication process
 - Liaising with Special Events director to announce winners at the Summer AGM and Social event
 - Recognition of award winners on CPRS Vancouver blog
 - Ordering of trophies
- Working with other board members (such as Communications and the executive) and volunteers on the execution of all tactics required from launch the awards program.
- Liaise with administrative support company (Sea to Sky) to coordinate receiving of award applications and payments.
- Manage portfolio budget.