

All members on the Board of Directors must be members in good standing in **BOTH** the ICF-Toronto Chapter and the ICFI.

The descriptions below are broad and may change at the discretion of the Board in office.

## President

### **Responsibilities**

- Lead the strategic direction of the Chapter
- Be the “face” of the ICF-Toronto to the business community and other ICFI Chapters
- Develop and manage Board succession plan
- Support Chapter Corporate Sponsorship Program
- Work with Director of Finance to develop annual budget

### **Qualifications**

- Excellent organizational & time management skills
- Presentation skills
- Communication & networking skills
- Leadership skills
- Team-building ability
- Fiscal responsibility

### **Time Commitment**

- Attend most Chapter meetings/events
- Plan & attend monthly Board meeting (some are in-person; some via conference call)
- Attend annual Board retreat/strategic planning sessions each year
- Participate in ICFI President meetings/conference calls

## Vice President

### **Responsibilities**

- Support Chapter President in directing the affairs of the Chapter
- Promote ICF-Toronto to business community
- Assist President to develop and manage a succession plan
- Build & maintain relationships with ICFI & other Chapters
- Responsible for new Board orientation

### **Qualifications**

- Excellent organizational & time management skills
- Presentation skills
- Communication & networking skills
- Leadership skills
- Team-building ability
- Fiscal responsibility

### **Time Commitment**

- Attend most Chapter meetings/events
- Attend monthly Board meeting (chair in absence of President) (some are in-person; some via conference call)
- Attend annual Board retreat/strategic planning sessions each year
- Attend ICFI Chapter-President meetings/conference calls (participate in absence of President)

### Past President

#### **Responsibilities**

- Support President and Vice President
- Succession Planning with President and Vice President
- Chairs Board nomination/election committee
- Chairs other (special) committees for Chapter as required
- May hold a regular portfolio in addition to Past President role

#### **Qualifications**

- Excellent organizational & time management skills
- Presentation skills
- Communication & networking skills
- Leadership skills
- Team-building ability
- Fiscal responsibility

#### **Time Commitment**

- Attend most Chapter meetings/events
- Attend monthly Board meeting (some are in-person; some via conference call)
- Attend annual Board retreat/strategic planning sessions each year

### Treasurer

#### **Responsibilities**

- Prepares the annual budget for presentation to the Board of Directors
- Reviews all program proposals, Chapter initiatives and event plans to ensure the short and long term financial implications are identified and makes recommendations to the Board of Directors
- Oversees the maintenance of all Chapter financial records and banking practices performed by the Association Management organization
- Provides the ICFI with the annual Chapter financial activity report and the filing of the annual financial reports with Canada Revenue Agency
- Supplies appropriate budget reports to the Executive Committee and Board of Directors; reports financial status to the membership
- Reviews and approves all expenditures and financial commitments made on behalf of the Chapter's events, programs and ongoing activities
- Liaise with committee leads and provides tools, coaching and mentoring support to fulfill financial requirements of the Chapter

#### **Qualifications**

- Excellent organizational & time management skills
- Presentation skills
- Communication skills
- Fiscal responsibility
- Financial expertise
- Experience with business accounting software an asset

#### **Time Commitment**

- Attend most Chapter meetings/events
- Attend monthly Board meeting (some are in-person; some via conference call)
- Attend annual Board retreat/strategic planning sessions each year

### Secretary

#### **Responsibilities**

- Responsible for the taking and distribution of Board meeting minutes
- Manages Chapter materials (documents, templates, etc.)
- Update By-laws (annually to reflect ICF-Toronto Board decisions & ICFI mandated changes) as required
- Distribution of annual AGM announcement, By-law changes
- With Past President, coordinates/develops orientation program & materials for new Board members
- Develops/maintains Chapter manual

#### **Qualifications**

- Proven organizational ability
- Ability to distribute communications using current technology
- Detail-oriented
- Experience completing meeting minutes
- Excellent organizational & time management skills
- Communication skills

#### **Time Commitment**

- Attend most Chapter meetings/events
- Attend monthly Board meeting (some are in person; some via conference call)
- Attend annual Board retreat/strategic planning sessions each year

### Director of Marketing & Communications

#### **Responsibilities**

- Oversees internal communications systems & processes
- Establishes a marketing plan
- Manages Chapter Public Relations efforts (Media /Press releases to raise profile in the community)
- Manages Chapter Affinity Program for members
- Manages Corporate Sponsorship Program (develop sponsorship dollar levels, source and confirm sponsors, follow up regularly/at least annually) in collaboration with Director of Relationships/Affiliates
- Manages advertising for Chapter
- Sources & purchases Chapter 'swag'

#### **Qualifications**

- Exceptional written & oral communication skills
- Creative approach to communications
- Ability to represent ICF-Toronto to local business entities
- Excellent organizational & time management skills
- Presentation skills
- Communication skills
- Fiscal responsibility
- Excellent networking skills

#### **Time Commitment**

- Attend most Chapter meetings/events
- Attend monthly Board meeting (some are in person; some via conference call)
- Attend annual Board retreat/strategic planning sessions each year

### Director of Membership & Monthly Meetings

#### **Responsibilities**

- Chairs Membership Committee
- Ensures new members are welcomed (e.g. new member orientation)
- Ensures a welcoming atmosphere for new & existing members attending meetings & events
- Retention & recruitment initiatives (our own or in support of ICFI)
- Membership inquiries
- Liaison with ICFI for Membership
- Ensures Membership Database is accurate and up-to-date
- Provides Board members with membership information/lists as required
- Coordinates with the Director of Finance to reconcile membership receipts
- Leads annual review of Chapter Membership rates

#### **Qualifications**

- Proven organizational ability
- Ability to access and maintain membership database using current technology
- Detail-oriented
- Excellent communication skills

#### **Time Commitment**

- Attend most Chapter meetings/events
- Attend monthly Board meeting (some are in person; some via conference call)
- Attend annual Board retreat/strategic planning sessions each year