

WORK DESCRIPTION

Position Title: DIRECTOR

Organization: Canadian Evaluation Society – National Capital Chapter

Date: April 15, 2015

Canadian Evaluation Society – National Capital Chapter

A Canada-wide, non-profit, bilingual association, **the Canadian Evaluation Society (CES)** is dedicated to the advancement of evaluation theory and practice through leadership, advocacy and professional development for members and non-members. As one of eleven (11) regional chapters of the Society located across Canada, **the National Capital Chapter** supports the Society's overall objectives and purposes. Activities include meetings, seminars, breakfast sessions, networking events and professional development activities in relation to the practice of Program Evaluation, the distribution of useful information about Program Evaluation amongst members of the chapter and activities aimed at increasing public awareness of the nature and usefulness of Program Evaluation.

Organizational Structure

A working board of ten (10) directors elected from the CES membership and residing in the National Capital Region provides governance and oversees the activities of the National Capital Chapter. The following positions make up the board, in addition to two non-elected student representatives:

- President
- Past President
- Vice President of Professional Development
- Vice President of Networking
- Vice President of Communications
- Secretary
- Treasurer
- Directors (3)

The Board meets between six (6) and ten (10) times a year. Directors are expected to attend all meetings, bringing knowledge and expertise to board discussions and deliberations. In addition to attending board meetings, directors are expected to contribute to the organization and coordination of various board sponsored events.

In cases of three or more absences within a year, the Board of Directors reserves the right to review and depending on circumstances, terminate the terms of appointment of absentee Directors.

DIRECTOR
Canadian Evaluation Society – National Capital Chapter

RESPONSIBILITIES / KEY ACTIVITIES

- attends Board meetings (between 6 and 10 per year plus one all-day planning session)
- participates in Board deliberations and decisions including matters of policy, finance, programs, advocacy
- participates in the development of short and long term plans and annual reviews
- reviews and provides comments on minutes, reports and other documents as may be required
- supports and provides assistance to one of three (3) Vice Presidents (Vice President Professional Development, Vice President Communications, Vice President Networking), by:
 - undertaking research for backgrounders
 - assisting in preparing and finalizing documents for presentation to the Board
 - scheduling, preparing and coordinating special events
 - preparing minutes of committee meetings
 - assisting in the distribution of material to Board members or participants of special events
 - performing other responsibilities as determined by the executive
- supports and organizes special events not otherwise organized by the Vice Presidents
- keeps abreast of developments pertaining to the CES and the CES-NCC
- uses expertise and experience on behalf of CES-NCC
- respects the confidentiality of Board discussions
- in accordance with CES policy, declares all known conflicts of interest
- assists in developing and maintaining positive relations among the Board, committees, secretariat staff members and the community to enhance CES and NCC mission and objects
- performs other responsibilities assigned by the Board of Directors.