



Board of Director Positions

CONSTITUTIONALLY REQUIRED ROLES

The following roles are required based on our Constitution:

President

- Provide overall leadership and guidance on the strategic direction to the Board of Directors.
- Presides over Board meetings (including the Annual General Meeting (AGM) and Strategic Planning session), sets agenda, follows up on action items.
- Ensure that a Board workplan is developed and implemented.
- Advocate for the needs of the Chapter in discussions with CES National and others.
- Accountable for requirements pertaining to policies, by-laws or governance responsibilities.
- Provide mentorship to other Board members and address issues of performance, if required.

Past President

- Acts as an advisor and mentor to the current President, offering insights based on past experience.
- Provides continuity and institutional memory, helping to maintain organizational stability during transitions.
- Supports strategic planning and succession planning efforts.

Treasurer

- Supports the Board in achieving its fiduciary responsibilities.
- Manages the organization's finances, including budgeting, reporting, policies and controls.
- Oversees financial transactions, ensures compliance with regulations, and manages risks.
- Presents financial reports to the Board and CES members, providing transparency and accountability regarding the organization's financial health.

Board Secretary

- Documents the activities and decisions of the Board of Directors, including maintaining accurate records of Board meetings, including the Annual General Meeting (AGM).
- Takes notes of attendance, high-level discussions, motions, votes and action items at each Board meeting.
- Distribute meeting agendas and other relevant documents and provide logistical support (e.g., Zoom, food/drink) for the effective operation of Board meetings.
- Supports the Board in maintaining compliance with legal and regulatory requirements (e.g., Constitution, by-laws).

Student Representative x 2

- Represents student and emerging evaluator perspectives to the Board of Directors. Actively participates in Board meetings providing insights on student-related matters.



COMMITTEE ROLES

Each Chair will decide the leadership structure and roles required to support their workplan. To facilitate role clarity within a Committee, the follow titles may be used:

Committee Chair / Co-Chair

- The Committee Chair (or Co-Chair) provides leadership and strategic direction to the Committee and they present the proposed workplan to the Board for approval.
- They ensure the Committee actively progresses towards their workplan and associated deliverables and they identify resource requirements and recruit volunteers as needed.
- Provide update to the Board on progress against workplan at least 3 business days in advance of monthly Board meeting.

Committee Vice-Chair

- Provides support to the Committee Chair(s) in leading Committee meetings and executing committee objectives.
- Assists in facilitating committee meetings, effective information management, documentation and follow up of action items, under the guidance of the Chair.
- Assumes responsibilities of the Chair in their absence.

Committee Member

- A Committee Member actively contributes to discussions, supports the decision-making process and is accountable for assigned deliverables.
- Committee members are active participants in the Committee's operations, expected to attend meetings regularly.

Committee Advisor

- The Committee Advisor provides guidance and expertise to the Committee based on their specialized knowledge or experience, offering insights to support informed decision-making and strategic direction.
- Advisors do not participate in regular operations of the Committee (attend ongoing meetings), but provide insights on an ad-hoc basis.

BOARD CHAMPIONS

Champions are cross-cutting roles that do not fit in one particular Committee, but are one of the lenses we can apply to help enhance Board activities. Individuals in Champion roles must be Board members and can be leveraged to support the Board's workplan.

Official Languages Champion

- Honours the NCC as a bilingual Chapter by enabling the Chapter to provide publications and communications are provided to its members in both official languages of Canada.
- Facilitates translations (with the aid of technology tools) for member-facing communications and documents, and performs concordance checks of translated materials.



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- The Champion shall be given sufficient notice (at least 48 hours) to provide services.

Communications and Marketing (C&M) Champion

- Develops a plan to ensure that NCC communication messages align with strategy, enhance membership engagement, and are coordinated with partners. Design marketing approaches to boost brand identity, visibility and drive engagement to enhance the CES-NCC's visibility and reputation.
- Provides Board Members and Committees with tools and templates to enable organizational efficiency from a C&M perspective.

Data Champion

- Provides a chapter-wide view of data across all aspects of NCC activities, developing strategies and recommendations to better leverage data for organizational effectiveness.
- Ensure adherence to best practices in data security, privacy, governance, analytics and storage, considering both existing and future data needs.

Foresight Champion

- Promotes a forward-thinking mindset and fosters a culture of innovative, adaptive thinking.
- Monitor and analyse future trends, potential challenges and opportunities facing the evaluation profession to inform Board activities and prepare it for potential disruptions.

Information Management / Information Technology (IM/IT) Champion

- Facilitates the implementation of IT tools and solutions that promote a digital approach to enhance board activities and organizational efficiency.
- Develops for and educates on effective information management policies and procedures, ensuring that organizational documentation is organized and accessible to enhance knowledge sharing, collaboration, and decision-making across the association.

Chapter Liaison with National

- Serves as a liaison between local chapters and the national committee, advocating for the interests and concerns of NCC members.
- Facilitates communication and collaboration between chapters and the national committee, ensuring alignment with organizational goals and initiatives, enhancing cohesion and impact.

EX-OFFICIO MEMBERS

Treasury Board Secretariat (TBS) Representative

- As a non-voting member, fosters collaboration based on mutual interests and objectives.



Performance and Partnership Exchange (PPX) Representative

- As a non-voting member, fosters collaboration based on mutual interests and objectives.