



ACMP Ontario

ACMP Ontario Chapter Board of Directors – Position Descriptions 2022

The Role of the ACMP Ontario Chapter Board

The ACMP Ontario Chapter Board of Directors (the ‘Board’) is the local governing authority of the ACMP Ontario Chapter, a certified affiliate of the Association of Change Management Professionals (‘ACMP Global’), and is responsible for directing, influencing, and monitoring the Chapter’s business. The Board sets the tone for the Chapter, and directs the organization’s future by developing policy and strategic direction. *Governance* is the way in which the Board exercises its authority, control, and direction over the Chapter. The Board carries out its governance role by developing and monitoring policies, through which the Board defines the parameters within which the Chapter will carry out its work. Work is organized through portfolios and committees that are overseen/managed by Board Directors who focus on the interpretation and implementation of policies. The Board has ultimate responsibility for the Chapter’s purpose, identity, continuity, and progress, and is accountable to the membership for the success of the Chapter. For purposes of efficiency, the President oversees the day-to-day business of the Chapter.

Leadership Structure and Characteristics

- Maintain a cabinet-type structure where all Board Directors actively contribute based on their respective experience and skills, and as applicable, operate as advocates for their portfolio
- Work from clearly communicated roles, responsibilities, and accountabilities
- Govern by uncomplicated processes and structure, ensure a nimble infrastructure
- Work towards less dependency on bureaucracy and policy and more use of trust
- Encourage a free flow of responsible communication amongst the Board and between the Board and ACMP Global representatives
- Maintain a strong and collaborative partnership with volunteers
- Be respected and trusted by members; possess a reputation for proactive leadership
- Operate by, and adhere to the ACMP Global Code of Ethics

Standards of Performance for Board Directors

The Board expects its Directors to carry out their duties in an ethical and professional manner, including proper use of authority. Meeting appropriate performance standards makes it possible to do the work of the Board in an efficient and effective way. Performance standards expected for the Board Directors include:

- Committing fully to their Board role, making every attempt to fulfill the responsibilities of the role and demonstrating loyalty to the Chapter and its membership, as well as ACMP Global
- Dealing with the public, members, volunteers, and each other in a fair, ethical, and straight-forward manner
- Fostering collegial, positive working relationships among the Board, committee chairs, volunteers, and partners
- Being prepared for, and actively participating in meetings or taking steps to enable momentum in absentia
- Maintaining confidentiality of Board business
- Developing appropriate records as required by each Board role
- Completing an efficient and effective transition to role successors.
- Serving as an ambassador for the Chapter, maintaining a positive perception of the Chapter in dealings with the public whether in-person or on-line
- Understanding of Chapter Policies and By-laws and demonstrating behaviours in alignment with their intent

Board Commitment

Board positions typically require a minimum commitment of five (5) hours per week which includes Board and Committee meetings held. In addition, the Board meets twice annually for a half day strategic planning workshop requiring full Board participation.

Board Directors also attend quarterly member meetings (one being designated the Annual General Meeting) and other occasional events as required for presentations, public relations, etc. Time estimates do not include any necessary prep time required for the noted meetings and are subject to change at the discretion of the Board.

Board positions require a 2-year commitment or as specified in the nominations package.

ACMP Ontario Chapter Board Roles

President

Abstract: The Chapter President is the principal executive Officer of the Chapter and provides overall leadership in the management of Chapter operations and achievement of strategic objectives and goals. The President directs the activities of the Board Directors in accordance with the Chapter Mission and By-laws.

General Responsibilities

- Build and maintain a cohesive Board, and stand up committees (appointing a Chairperson) that will meet the needs of the Chapter members
- Oversee progress in achieving the identified priority actions aligned to the Chapter's Strategic Plan
- Ensure chapter governance and operations are effectively established and functioning well aligned to the Chapter's Strategic Plan
- Chair regular meetings of the Chapter Board of Directors
- Plan and lead the Annual General Meeting (AGM) of members, presenting an annual report of the Chapter business
- Monitor, motivate, and support activities of all Board Directors to ensure alignment and progress with the strategic plan, and create opportunities to leverage each Director's expertise and skills
- Ensure the governance of the Chapter is supported by relevant By-laws and appropriate policies, and oversee administrative operations
- Perform other duties as they pertain to the office of Chapter President

Special Notes

- The Chapter President is an Executive Officer role and voting member of the Board
- The President is the Chairperson of the Chapter Board of Directors
- The President is the primary liaison and represents the Chapter with ACMP Global (and relevant committees, e.g.: ACRC) and other external stakeholders
- Automatic succession to the role of 'Immediate Past President' occurs upon completion of the term(s) as Chapter President
- The President fulfills a back-up role for the Vice President as needed
- Key skills needed to successfully serve in this position include:
 - Previous Board of Directors experience is mandatory
 - Knowledge of cabinet-type board structures and parliamentary procedure
 - Leadership and delegation skills
 - Strategic thinking
 - Organizational, facilitation, and communication skills
 - Dedication and diplomacy

ACMP Toronto Chapter Board Roles

Vice-President

Abstract: The Vice-President attends to the duties of the President in their absence or in case the office becomes vacant for any cause. This role also provides leadership in the area of Strategy Development, Measurement and Reporting to meet the needs of the Chapter and ensure growth and development for the future aligned to ACMP Global strategies.

General Responsibilities

- Lead and manage the Chapter Sponsorship portfolio
- Conduct the Board strategic planning process ensuring strategic goals are set with applicable metrics regularly monitored, guiding the chapter to deliver value to the membership
- Issue, manage, and maintain annual member survey; analyze and share with the Board for future action by Directors
- Lead the development of Director Performance Measurement Plans and monitor progress in collaboration with the President
- Assist the President in collaborating with other Chapters and other organizations to enhance value to Chapter members
- Assist the President in overseeing and assessing overall progress to strategic goals; identify and recommend areas of opportunity driven by internal or external factors
- Perform other duties as they pertain to the office of the Vice-President or delegated by the President, and lead special projects as assigned from time to time

Special Notes

- The Chapter Vice-President is an Executive Officer role and voting member of the Board
- The Vice-President fulfills a back-up role for the President as needed
- May act as or direct/support Committee Chair(s)
- Key skills needed to successfully serve in this position include:
 - Previous Board of Directors experience (recommended)
 - Leadership and delegation skills
 - Strategic thinking skills
 - Organizational, facilitation, and communication skills
 - Relationship Management skills
 - Collaboration and lateral thinking skills

ACMP Ontario Chapter Board Roles

Secretary

Abstract: The main responsibility of the Secretary is to ensure all Chapter records are accurately kept and all information assets are regularly maintained and managed in accordance with Chapter By-laws, policies, and applicable regulations (e.g.: privacy, etc.). In addition, the role ensures that Board meetings follow parliamentary procedure and that other Chapter administrative operations run smoothly and effectively to meet the needs of the Board and membership.

General Responsibilities

- Manage Chapter administration and operations under the guidance of the President
- Exercise stewardship for all official Chapter records (By-laws, policies, motions, plans, correspondence, attendance, etc.); ensures the Board acts in a timely manner for notices or activities required by governance documents, e.g. notices to members, required reviews of By-laws, summary reports to ACMP Global, etc.)
- Manage member requests for information in accordance with the By-laws and local privacy requirements
- Support the President in the arranging and facilitating of regular and special Board meetings, including managing agendas, producing accurate and timely minutes, and managing action items
- Provide administrative/operational support to the Directors of the Board, and Committee Chairs, as needed
- Initiate and manage the annual nominations and elections process as prescribed in the Chapter By-laws under the guidance of the President
- Perform other duties as they pertain to the office of the Secretary or assigned by the President

Special Notes

- The Secretary is an Executive Officer role and voting member of the Board
- The Secretary fulfills a back-up role for the Treasurer as needed
- May act as or direct/support a Committee Chair
- Key skills needed to successfully serve in this position include:
 - Previous Board of Directors experience (recommended)
 - Understanding of parliamentary procedure
 - Strong organizational skills (skilled in using desktop and collaboration tools to manage information)
 - Communication skills (skilled in record keeping/management and attention to detail in particular)
 - Time management and administrative facilitation skills

ACMP Ontario Chapter Board Roles

Treasurer

Abstract: The main responsibility of the Treasurer is to direct the Chapter's fiscal policy to ensure the integrity of financial management for the Chapter. The Treasurer leads budget development, oversees custody of Chapter funds and assets, acts as Controller, and assures the financial sustainability of the Chapter.

General Responsibilities

- Oversee financial management; establish and maintain an effective accounting system, oversee accounts payable and dues receivable (or other revenue) processes, ensure that financial policies are in place, are current, and are adhered to by ACMP Toronto Chapter Board or Directors and other volunteers
- Contribute to Board strategic planning/execution by providing support to Directors/portfolio owners in developing plans and reviewing the aggregate plan annually for budgetary needs and financial implications; prepare, obtain approval, and oversee the consolidated budget
- Prepare quarterly financial statement of income and expenditures, reconcile bank statements monthly, and scrutinize disbursements; maintain records for budgeted and actual amounts
- Publish the year-end financial report at the close of the fiscal year, create periodic progress reports (including that required for the Annual General Meeting (AGM)), and regular status as required by Global operational protocols
- Manage financial operations, including: maintain bank account in the name of the organization; support auditing requirements for information; submit all reports/forms to meet government, business, or ACMP Global requirements to keep the Chapter in good stead among governing bodies
- Negotiate and maintain contracts and agreements in accordance with By-laws, policies, etc. (e.g.: insurances, sponsorship commitments, member affinity programs)
- Perform other duties as they pertain to the office of the Treasurer

Special Notes

- The Treasurer is an Executive Officer role and voting member of the Board
- May act as or direct/support a Committee Chair
- The Treasurer fulfills a back-up role for the Secretary as needed
- Key skills needed to successfully serve in this position include:
 - Previous Board of Directors experience (recommended)
 - Accounting and financial management skills (including budgeting)
 - Organizational and communication skills (keen attention to detail)
 - Fiscal responsibility

- Negotiation and contract management skills
- Collaboration and lateral thinking skills
- Relationship management skills (e.g. partners, sponsors, vendors, governing bodies)

ACMP Ontario Chapter Board Roles

Provincial Director Positions

Abstract: Provincial Directors provide leadership to a designated portfolio in accordance with the needs and goals of the Chapter and in fulfillment of its mission.

General Responsibilities

- Lead and manage designated portfolio (e.g., communications, programs/events, professional development, membership/partnership)
- Contribute to Board strategic planning/execution by providing an annual Portfolio Plan (e.g., approach, goals, metrics, timing, resources), periodic progress reports (including that required for the AGM), and regular status as required by Chapter operational protocols
- Manage, train, delegate and share information with portfolio committee volunteers to ensure a quality volunteer experience, smooth portfolio operation and succession planning
- Champion all standards, policies and procedures related to Chapter operations
- Perform other duties as they pertain to the Director role or to the portfolio being managed

Special Notes

- The Director is a voting member of the Board
- The Director will fulfill a back-up role for another Director as needed
- May act as or direct/support a Committee Chair
- Key skills needed to successfully serve in this position include:
 - Previous Board of Directors experience (recommended)
 - Leadership and delegation skills
 - Relationship management skills
 - Organizational, facilitation and communication skills
 - Negotiation skills
 - Collaboration, innovation and lateral thinking skills
 - Strong problem solving skills

ACMP Ontario Chapter Board Roles

Regional Director Positions

Abstract: Directors provide leadership to ensure meaningful engagement for a designated 'Region' in accordance with the needs and goals of the Chapter and in fulfillment of its mission.

General Responsibilities

- Plan and oversee local activities and engagements to ensure Provincial programs meet the needs of identified local networks aligned to the Chapter's overall strategy, mission and by-laws
- Contribute to Board strategic planning/execution by providing an annual Regional Engagement Plan (e.g., approach, goals, metrics, timing, resources), periodic progress reports (including that required for the AGM), and regular status as required by Chapter operational protocols
- Manage, train, delegate and share information with Regional portfolio committee volunteers to ensure a quality volunteer experience, smooth portfolio operation and succession planning
- Champion all standards, policies and procedures related to Chapter operations
- Perform other duties as they pertain to the Director role or to the portfolio being managed

Special Notes

- The Regional Director will ideally work and/or reside in the region they are leading
- The Director is a voting member of the Board
- The Director will fulfill a back-up role for another Regional Director as needed
- May act as or direct/support a Committee Chair
- Key skills needed to successfully serve in this position include:
 - Previous Board of Directors experience (recommended)
 - Leadership and delegation skills
 - Relationship management skills
 - Organizational, facilitation and communication skills
 - Negotiation skills
 - Collaboration, innovation and lateral thinking skills
 - Strong problem solving skills