

President

Volunteer Job Description

Position Objective

The President is responsible to provide leadership and to coordinate all activities of the Association and to be its principal liaison with the Association.

Reports To

The President reports to the Association's membership and to the Board of Directors.

Responsibilities

- Accountable for overseeing all activities of the association.
- Lead and oversee strategic direction of the association.
- Oversee Board governance.
- Serve as Association's representative on CPHR Canada Board of Directors and carries out responsibilities of a CPHR Canada Board member.
- Chairs all Board meetings and annual, general and special meetings of the Association.
- Ensure the Association's Annual Report is prepared.
- Appoints a Chief Staff Officer (CSO) to the CPHR Canada CSO Committee.
- Identifies resources for national committees (CPHR Canada).
- Signing Officer for the Board of Directors.
- Prepare and submit a written report at each Board of Directors meeting on activities that have occurred since the last meeting.
- Manage the president email inbox account by responding to request and questions.
- Attempt to attend all Board of Directors meetings and be prepared to discuss all pre-meeting documentation and execute the responsibilities as required.
- Prepare a budget related to the portfolio and monitor throughout the year.

Requirements

The President must be a CPHRNL member in good standing, be able to devote sufficient volunteer time to the duties of the position, and be elected by the Association's membership. The incumbent must have obtained the CPHR designation.

Term of Office

Two years

Vice President

Volunteer Job Description

Position Objective

The Vice President is responsible for carrying out duties as assigned by the President, and shall assume the duties of the President in their absence.

Reports To

The Vice President reports to the President, is part of the Executive Team, and is also accountable to the membership.

Responsibilities

- Prepare to assume the responsibility of President, when he/she is absent.
- Provide support to the President, allowing the President to fulfill their role, including but not limited to:
 - Strategic planning
 - Coaching and participating in Committees
 - Chairing meetings
 - Special projects
 - Signing Officer for the Board of Directors
 - Prepare and submit a written report at each Board of Directors meeting on activities that have occurred since the last meeting.
- Manage the annual election of process of Board Members and oversee the interim appointment process when needed.
- Manage the vice-president email inbox account by responding to request and questions.
- Attempt to attend all Board of Directors meetings and be prepared to discuss all pre-meeting documentation and execute the responsibilities as required.
- Prepare a budget related to the portfolio and monitor throughout the year.

Requirements

The Vice-President must be a CPHRNL member in good standing, be able to devote sufficient volunteer time to the duties of the position, and be elected by the Association's membership. The incumbent must have obtained the CPHR designation.

Term of Office

Two years

Treasurer

Volunteer Job Description

Position Objective

The Treasurer shall ensure that the association's revenues are properly collected, and account for such funds together with any and all expenditures in the manner required by the auditors.

Reports To

The Treasurer reports to the President, is part of the Executive Team, and is also accountable to the Association's membership.

Responsibilities

- Accountable for the financial management of the Association's financial information, including maintaining all official financial records, and maintaining the financial statements.
- Monitor the financial position of the association, identify possible financial problems and brings such matters to the Board of Directors.
- Prepare and submit a written report at each Board of Directors meeting on activities that have occurred since the last meeting.
- Signing Officer for the Board of Directors
- Prepare a budget related to the portfolio and monitor throughout the year.
- Prepare and present monthly and annual financial report.
- Serve as liaison between the Board of Directors and the accountant for the association.
- Manage the treasurer email inbox account by responding to request and questions.
- Attempt to attend all Board of Directors meetings and be prepared to discuss all pre-meeting documentation and execute the responsibilities as required.

Requirements

The Treasurer must be a CPHRNL member in good standing and/or a professional accounting designation, be able to devote sufficient volunteer time to the duties of the position, and be elected by the association's membership. Alternatively, experience in compiling financial statements and budget development is recommended.

Term of Office

Two years

Secretary

Volunteer Job Description

Position Objective

The Secretary shall be responsible for the official correspondence of the agenda and minutes of the Annual General Meeting and meeting of the Board of Directors.

Reports To

The Secretary reports to the President, is part of the Boards Executive Team, and is also accountable to the Association's membership.

Responsibilities

- Coordinate scheduling of Board of Directors meeting, Annual General Meeting and other meetings as required.
- Prepares and distributes agenda and minutes for all Board of Directors meetings and the Annual General Meeting within the timelines as described in the association's by-laws.
- Maintains a record of attendance for all Board of Directors meeting.
- Oversees By-Laws and reviews of and amendments to By-Laws.
- Collection of individual Director's Reports and compiling these into the Board meeting package as well as Annual General Meeting Report; responsible for sending the draft report to the President for approval and subsequent distribution of the approval report to the Board and association if required.
- Serves as records coordinator for the Board of Directors.
- Manage the secretary email inbox account by responding to request and questions.
- Attempt to attend all Board meetings and be prepared to discuss all pre-meeting documentation and execute the responsibilities as required.
- Prepare a budget related to the portfolio and monitor throughout the year.

Requirements

The Secretary must be a CPHRNL member in good standing is able to devote sufficient volunteer time to the duties of the position, and be elected by the Association's membership.

Term of Office

Two years

Director of Learning and Education

Volunteer Job Description

Position Objective

The Director of Learning and Education is responsible for the coordination of learning and education of CPHR NL members and performs related activities.

Reports To

The Director of Learning and Education reports to the President and is accountable to the Association's membership and the Board of Directors.

Responsibilities

- Coordinates a professional development committee for the purpose of serving as a liaison and resource for identifying training needs and/or coordinating professional development of members. The committee serves as a good resource for brainstorming potential speakers and planning events.
- Sources speakers to present and lead training sessions for members.
- Drafts communications to promote professional development events to members and works with Communications Director to get email reminders sent out to members; and post event on website calendar.
- Prints nametags, obtains speaker introduction bio, prints registration list, and serves as liaison with speaker prior to events. This includes showing up early to the event location prior to events to ensure technology is working, and if possible bringing lap-top and setting up presentation for speaker in advance.
- Monitors registrations; and serves as liaison with the hotel or venue where events take place. This includes selecting menu for events; and communicating special dietary requirements of members who register.
- Organizes the annual member appreciation event, normally scheduled in December.
- Create and/or maintain an education plan consistent with the organization's strategic objectives.
- Organizes venue and any learning associated with the AGM.
- Promotes and manages the preparation course for the National Knowledge Exam (NKE).
- Liaises with providers to accredit CPD courses.
- Manages accreditation programs for Universities and Colleges in the province.
- Promotes CPHR NL in the community to increase attendance to professional development events; and maximize revenue earned for CPHR NL.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Processes documents and materials (e.g. refunds, receipts, purchase orders, credit card charges, registration forms, etc.) for the purpose of disseminating information to appropriate parties.
- Researches a variety of information (e.g. courses, materials, training consultants, etc.) for the purpose of developing new programs that meet member training needs.
- Prepare a budget related to the portfolio and monitor throughout the year.
- Manage the professional development email inbox account by responding to requests and questions.
- Attempt to attend all Board of Directors meetings and be prepared to discuss all pre-meeting documentation and execute the responsibilities as required.

Requirements

The Director of Membership must be a CPHR NL member in good standing, be able to devote sufficient volunteer time to the duties of the position and be elected by the association's membership. The incumbent must have obtained the CPHR designation.

Term of Office

Two years

Director at Large

Volunteer Job Description

Position Objective

The Director at Large is responsible to provide support, as required, to the Board of Directors.

Reports To

The Director at Large reports to the President and is accountable to the Association's membership and the Board of Directors.

Responsibilities

- Provide support, as required, to the Board of Directors.
- Lead short term projects as needed by the Board of Directors.
- Attempt to attend all Board of Directors meetings and be prepared to discuss all pre-meeting documentation and execute the responsibilities as required.
- Prepare a budget related to the portfolio and monitor throughout the year.

Requirements

The Director at Large must be a CPHR NL member in good standing, be able to devote sufficient volunteer time to the duties of the position and be elected by the association's membership.

Term of Office

Two years

Director of Certification Volunteer Job Description

Position Objective

The Director of Certification is responsible for the review and process of all CPHR certification applications as well as de-certification requirements.

Reports To

The Director of Certification reports to the President and is accountable to the Association's membership and the Board of Directors.

Responsibilities

- Review and process all CPHR certification applications as well de-certification requirements.
- Chair the Certification Committee.
- Promote the advantages of a CPHR Designation to membership and potential candidates.
- Promote and manage the registrations, sittings, results and notifications for the NKE exams twice annually.
- Promote and manage the full process for Validation of Experience applications, review and notification to applicants.
- Promote and manage the processes related to pathway coordination, including review and notification to applicants.
- Create and/or maintain a certification and education plan consistent with the organization's strategic objectives.
- Maintain and update CPHR and Candidate policies consistent with national standards.
- Oversee CPHR and Candidate record management.
- Manage CPHR and Candidate transfers.
- Manage the ordering of certificates for new CPHRs.
- Manage code of conduct investigations.
- Manage process of certification revocation due to lack of payment, CPD non-compliance, or other non-compliance issues.
- Prepare a budget related to the portfolio and monitor throughout the year.
- Manage the certification email inbox account by responding to requests and questions.
- Attempt to attend all Board of Directors meetings and be prepared to discuss all pre-meeting documentation and execute the responsibilities as required.

Requirements

The Director of Certification and Education must be a CPHR NL member in good standing, be able to devote sufficient volunteer time to the duties of the position and be elected by the association's membership. The incumbent must have obtained the CPHR designation.

Term of Office

Two years

Director of Continuing Professional Development Volunteer Job Description

Position Objective

The Director of Continuing Professional Development is responsible for the review and process of all Continuing Professional Development activities.

Reports To

The Director of Continuing Professional Development reports to the President and is accountable to the Association's membership and the Board of Directors.

Responsibilities

- Review and process all CPD applications.
- Promote and communicate information related to the CPD process
- Train reviewers and members of the CPD Committee.
- Chair the CPD Committee.
- Manage CPD log approval.
- Manage any changes related to CPD.
- Manage the CPD audit process.
- Prepare a budget related to the portfolio and monitor throughout the year.
- Prepare and submit a written report at each Board of Directors meeting on activities that have occurred since the last meeting.
- Manage the continuing professional development email inbox account by responding to requests and questions.
- Attempt to attend all Board of Directors meetings and be prepared to discuss all pre-meeting documentation and execute the responsibilities as required.
- Prepare a budget related to the portfolio and monitor throughout the year.

Requirements

The Director of Continuing Professional Development must be a CPHRNL member in good standing, be able to devote sufficient volunteer time to the duties of the position, and be elected by the association's membership. The incumbent must have obtained the CPHR designation.

Term of Office

Two years

Director of Communications

Volunteer Job Description

Position Objective

The Director of Communications is responsible for collecting and disseminating information to the membership and for distribution of professional development and social activities as requested by Board of Directors and Board Committees.

Reports To

The Director of Communications reports to the President and is accountable to the Association's membership and the Board of Directors.

Responsibilities

- Communicate the association's key messages to the membership and the general public.
- Responsible for updating the CPHR NL website including online event registrations.
- Responsible for developing member communication through Mail Chimp (email distribution medium).
- Create and/or maintain a communications plan consistent with the organization's strategic objectives.
- Prepare and submit a written report at each Board of Directors meeting on activities that have occurred since the last meeting.
- Manage communications partnerships with other organizations (HR Reporter, etc)
- Prepare a budget related to the portfolio and monitor throughout the year.
- Manage the communication email inbox account by responding to request and questions.
- Update website content
- Manage Social Media presence and engagement
- Attempt to attend all Board of Directors meetings and be prepared to discuss all pre-meeting documentation and execute the responsibilities as required.

Requirements

The Director of Communications must be a CPHR NL member in good standing, be able to devote sufficient volunteer time to the duties of the position and be elected by the association's membership.

Term of Office

Two years

Director of Membership Volunteer Job Description

Position Objective

The Director of Membership is responsible for the review and processing of all membership applications received by the association, prepare and distribute welcome packages in a timely fashion.

Reports To

The Director of Membership reports to the President and is accountable to the Association's membership and the Board of Directors.

Responsibilities

- Promote the advantages of a membership and secure new members wherever possible.
- Liaise with administrative assistant to keep an up-to-date membership list, and to maintain an accurate count of total membership numbers by type.
- Create and/or maintain a membership plan consistent with the organization's strategic objectives.
- Prepare a budget related to the portfolio and monitor throughout the year.
- Manage the membership email inbox account by responding to request and questions.
- Liaise with student chapters at Memorial University and the College of the North Atlantic.
- Oversee retirement engagement programs.
- Oversee mentorship programs.
- Attempt to attend all Board of Directors meetings and be prepared to discuss all pre-meeting documentation and execute the responsibilities as required.

Requirements

The Director of Membership must be a CPHRNL member in good standing, be able to devote sufficient volunteer time to the duties of the position, and be elected by the association's membership.

Term of Office

Two years