



BOARD OF DIRECTOR ROLE DESCRIPTIONS (May 2023)

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BOARD OF DIRECTOR ROLE DESCRIPTIONS

President

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

- Oversees all activities of the Association.
- Leads and oversees strategic direction of the Association.
- Oversees Board governance.
- Serves 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 membership.
- Ensures 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.
- Prepares a report for each Board of Directors meeting on the President's activities.
- Manages the President email inbox account.
- Leads all Board meetings.

Requirements

The President must be a CPHR NL member in good standing and be able to devote sufficient volunteer time to the duties of the position. Holding a CPHR designation would be considered an asset.

Term of Office

Two years

Vice President

Position Objective

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

Reports To

The Vice President reports to the President and is part of the Executive Team.

Responsibilities

- Assumes the responsibility of President when they are absent.
- Provides support to the President in fulfilling their Board responsibilities, including such activities as:
 - Strategic planning;
 - Coaching and participating in committees;
 - Chairing meetings;
 - Special projects.
- Prepares a report at each Board of Directors meeting on their activities;
- Manages the annual election process of Board members and the interim appointment process as needed.
- Manages the Vice-President email inbox account.
- Attends Board meetings.
- Signing Officer for the Association.

Requirements

The Vice-President must be a CPHR NL member in good standing and be able to devote sufficient volunteer time to the duties of the position. The incumbent must have obtained the CPHR designation. Holding a CPHR designation would be an asset.

Term of Office

Two years

Secretary

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.

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 Certification

Position Objective

The Director of Certification is responsible for overseeing the CPHR certification process in the province and serves a Registrar.

Reports To

The Director of Certification reports to the President.

Responsibilities

- Chairs the Certification Committee.
- Oversees all CPHR related certification requirements, including the national knowledge exam, certification applications and potential de-certifications and validation of experience.
- Promotes the advantages of a CPHR Designation to the Association membership and general HR Community.
- Promotes and manage the registrations, sittings, results and notifications for the NKE exams twice annually.
- Promotes and manage the full process for Validation of Experience applications, review and notification to applicants.
- Advises members on the certification process and pathways to certification.
- Maintains CPHR NL policies consistent with national certification standards.
- Maintains candidate certification records.
- Manages CPHR and Candidate transfers in and out of province.
- Manages code of conduct investigations and process of certification revocation due to non-compliance with Association policies.
- Prepares Board reports.
- Prepares a budget related to the portfolio and monitors throughout the year.
- Manages the certification email inbox account.
- Attends all Board of Directors.

Requirements

The Director of Certification must be a CPHR NL member in good standing and be able to devote sufficient volunteer time to the duties of the position. The incumbent must hold the CPHR designation.

Term of Office

Two years

Director of Continuing Professional Development

Position Objective

The Director of Continuing Professional Development (CPD) is responsible for overseeing the Continuing Professional Development activities of the Association.

Reports To

The Director of Continuing Professional Development reports to the President.

Responsibilities

- Chairs the CPD Committee and oversees its activities.
- Reviews and processes all CPD logs.
- Promotes and communicates information related to the CPD process.
- Advises individual CPHR's on CPD requirements.
- Trains CPD reviewers and members of the CPD Committee.
- Manages the CPD log approval process and standards and policies guiding same.
- Ensures proper management of CPD records.
- Manages the CPD audit process.
- Works with the Learning and Education Director to identify and approve CPD training providers and the assignment of CPD credit hours.
- Prepares a budget related to the portfolio and monitors throughout the year.
- Prepares Board reports.
- Manages the continuing professional development email inbox account.
- Attends all Board meetings.

Requirements

The Director of Continuing Professional Development must be a CPHR NL member in good standing and be able to devote sufficient volunteer time to the duties of the position. The incumbent must hold the CPHR designation.

Term of Office

Two years

Director of Communications

Position Objective

The Director of Communications is responsible for collecting and disseminating information to the membership and the general public about the affairs of the Association and its programs and activities.

Reports To

The Director of Communications reports to the President.

Responsibilities

- Communicates information to the membership about the Association and its happenings.
- Promotes the Association and its activities on the Association's social media platforms.
- Maintains the Association website.
- Issues a bi-weekly member e-newsletter.
- Develops and executes a communications plan consistent with the organization's strategic objectives.
- Manages communications related partnerships with other organizations (e.g., MediaEdge).
- Prepares Board reports.
- Prepares a budget related to the portfolio and monitors throughout the year.
- Manages the communication email inbox account.
- Attends all Board meetings.

Requirements

The Director of Communications must be a CPHR NL member in good standing and be able to devote sufficient volunteer time to the duties of the position.

Term of Office

Two years

Director of Membership

Position Objective

The Director of Membership is responsible for leading efforts to attract new members to the Association and to retain existing members.

Reports To

The Director of Membership reports to the President.

Responsibilities

- Promote the advantages of membership to the general HR Community.
- Creates and maintains a membership plan consistent with the organization's strategic objectives.
- Liaises with student chapters at Memorial University and the College of the North Atlantic.
- Identifies new programs to increase member value.
- Chairs and oversees the work of the Mentorship Program Committee.
- Oversees new member welcoming and orientation program.
- Prepares Board reports.
- Prepares a budget related to the portfolio and monitors throughout the year.
- Manages the membership email inbox account.
- Attends all Board meetings.

Requirements

The Director of Membership must be a CPHRNL member in good standing and be able to devote sufficient volunteer time to the duties of the position.

Term of Office

Two years

Director of Learning and Education

Position Objective

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

Reports To

The Director of Learning and Education reports to the President.

Responsibilities

- Oversees and coordinates the work of the Learning and Education Committee for the purpose of identifying training needs of members and delivering professional development workshops, seminars and webinars.
- Sources speakers to present and lead training sessions for members.
- Liaises with the Continuing Professional Development Director to accredit CPD offerings and the assignment of appropriate CPD credit hours.
- Drafts communications to promote professional development events to members, working with the Communications Director.
- Creates and/or maintains an education plan consistent with the organization's strategic objectives.
- Liaises with providers to accredit Continuing Professional Development courses.
- Promotes CPHR NL in the community to maximize attendance at training events.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Conducts research (e.g., courses, materials, training consultants) for the purpose of developing new programs that meet member training needs.
- Prepares a budget related to the portfolio and monitors throughout the year.
- Manages the Learning and education email inbox account.
- Prepares a report at each Board of Directors meeting on their activities;
- Attends Board meetings.

Requirements

The Director of Learning and Education must be a CPHR NL member in good standing and be able to devote sufficient volunteer time to the duties of the position. Being the holder of the CPHR designation is an asset.

Term of Office

Two years

Director of Partnerships and Events

Position Objective

The Director Partnerships and Events is a member of the Board of Directors of CPHR-NL with lead responsibility for the coordination, planning and execution of Association events and attracting event sponsorships.

Reports To

The Director of Partnerships and Events reports to the President.

Responsibilities

- Working with the Learning and Education Director, leads the planning and delivery of CPHR-NL training and networking events.
- Collaborating with the Executive Director, promotes CPHR NL to increase attendance at professional development and networking events.
- Maximizes event revenue through sponsorships.
- Chairs and oversees the work of an Events Committee.
- Monitors event registrations.
- Manages logistics associated with the delivery of events, including serving as liaison with event speakers.
- Organizes annual Member Appreciation events.
- Prepares a budget related to the portfolio and monitors throughout the year.
- Manages the partnerships email inbox account by responding to requests and questions.
- Prepares for and attends Attempt to attend monthly all Board of Directors meetings. and be prepared to discuss all pre-meeting documentation and execute the responsibilities as required.

Requirements

The Director of Partnerships & Events must be a CPHR NL member in good standing and be able to devote sufficient volunteer time to the duties of the position.

Term of Office

Two years

Director At Large

Position Objective

The Director At Large is responsible to provide support to the Board of Directors and individual Board members as required and assigned by the President.

Reports To

The Director at Large reports to the President.

Responsibilities

- Provide support, as required, to the Board of Directors.
- Lead short term projects as needed by the Board of Directors.
- Attends Board of Directors meetings.

Requirements

The Director At Large must be a CPHR NL member in good standing and be able to devote sufficient volunteer time to the duties of the position.

Term of Office

Two years