



## **Memo to ICF Canada Board**

**From : John Jung**

**June 6, 2017**

### **Roles and Responsibilities**

#### **Role of Chairman:**

- Governance: with support of the Executive Director, convene and chair meetings;
- Communications and Promotion: represent and raise awareness of ICF Canada;
- Membership Development: attract Directors, Members and Sponsorships; and
- Fundraising: help to raise funds for the organization through introductions to the Executive Director.

#### **Role of Vice Chairman:**

- Represent one of four regions of Canada (Maritimes, Quebec, Ontario, West/Pacific);
- Communications and Promotion: help raise awareness of ICF Canada and its principles in their region; assist in promoting events in the region; secure speaking opportunities in the region for the Executive Director, Chair, ICF Co-Founders and industry experts;
- Membership Development: assist in securing new members from within the region;
- Encourage new communities to apply to the ICF Awards Program; and
- Fundraising: help to raise funds for the organization from within the region.

#### **Role of Board Members:**

- Represent their sector, community and/or region.
- Communications and Promotion: help raise awareness of ICF Canada and its principles in their sector and region; assist in promoting events; help to identify presentation opportunities in the region for the Executive Director, Chair, ICF Co-Founders and industry experts;
- Membership Development: assist in securing new members from within the region;
- Encourage new communities to apply to the ICF Awards Program; and
- Fundraising: help to raise funds for the organization from within the region.

#### **Role of Executive Director/CEO:**

- administration,
- program development and execution,
- committee management,
- annual plan and budget development,
- grant writing and
- promotion of ICF Canada and its member communities,
- Spokesperson
- Fundraising.