



Director of Partnerships & Community
Responsibilities and Time Requirements

The Director of Partnerships & Community connects with, presents at, and builds relationships with outside organizations, business leaders, not for profit partnerships, the local community and relevant associations to bring greater attention to the work of the chapter and to the coaching profession.

<p>Board Responsibilities</p>	<ul style="list-style-type: none"> ● Support awareness of ICF Global Vision, Mission, Values and Strategic Plan initiatives ● Serve as a voting member of the Board ● Completion of Onboarding and Offboarding to a professional standard, including the completion of the available training on serving as a Board member and Governance best practices ● Understanding of the policies and procedures of the ICF and Chapter Bylaws (part of Onboarding) ● Conduct transition meeting with successor
<p>Key Responsibilities</p>	<ul style="list-style-type: none"> ● Collaborate with the Board to shape the strategic direction for the Chapter in accordance with Chapter goals ● Develop and maintain partner relationships with education, assessment, and leadership development organizations in local area and globally ● Build partner alliances with coach educational programs ● Solicit and secure sponsorships for the major Chapter events. Organizations are sought out as Sponsors to both provide funds to offset event costs and to inform and educate the community about valuable resources available to enhance their practice ● Develop partnerships with the top industry thought leaders and engage them to participate in the Chapter ● Establish and maintain pro bono coaching program(s) for the chapter (including Ignite) ● Represent Chapter at major local, national, and international industry events and conferences ● Develop alliances with other ICF chapters worldwide ● Track results and provide a partnership/sponsorship annual results report to the board. ● Study trends, changing demographics, chapter market research, global activity, and opportunities for advancing the coaching profession within the Chapter’s community-served area ● Confirm that all events are chosen predicated on current strategy ● Build relationships with like-minded organizations serving the local area ● Obtain input from multiple sources to understand the future direction and potential needs for the profession. ● Keep the Board informed of relevant strategic insights and information ● Secure annual sponsorships in partnership with Director of Marketing & Communications and Director of L&D

	<ul style="list-style-type: none"> ● Work closely with all the Board of Directors to ensure all events are strategically chosen to meet the needs of membership and are within budget ● Perform other duties that may be assigned by the President or Board
Operational Support Collaboration	The Chapter is supported by EBM for operational and administrative support. You will need to work alongside the operational team to manage accurate communication releases, quality improvements to marketing and comms for the Chapter through and utilise the data to make informed recommendations to the Board on Members initiatives.
Benefits	Professional Development Networking opportunities in the profession Give back to the profession and community Board experience
Requirements	<ul style="list-style-type: none"> ● ICF Global Member in good standing (Required) ● Signed and submitted Chapter Leader Pledge (Required) ● Excellent communication skills ● Networking skills ● Fiscal responsibility regarding partnership and sponsorships ● Skills related to strategic thinking, big picture, and business development
Time Commitment	Attendance at monthly Board Meetings -Virtual Attendance at bi-annual in person Board Meeting (on those occasions there will be no monthly virtual meeting) Attendance at organised events for Members (e.g. ICW, Chapter Conference) or a Board Member to deputise for you Representation at relevant ICF/Global meetings and This approximates to 15 – 20 hours per month, with some months closer to 10 hours and others up to 20, balancing out across the year.
Term	Ideally a two year commitment, however, a minimum of one year.

For Director roles with team(s) (recommend a minimum of 1 team member)

- Appoint all members of standing and special teams and relieve any inactive team members with approval of the Board of Directors
- Report on the strategies, successes, and challenges of assigned teams to the Board of Directors
- Responsible for ensuring the fiscal responsibility of the team(s) to which position is assigned
- Recommend see Team Charter (separate document)
- Act as a coach, mentor, and advisor to assigned team(s)
- Approve all invoices of the team(s) within the Marketing category and forward appropriate paperwork to the Treasurer
- Work with team(s) to expand volunteer long-term involvement with the chapter