



CISV Canada
Building global friendship

Position Description:
Chapter Development Officer

Elected Executive Officer
Voting
Fully funded to attend national meetings

Chapter Development Officer

This position reflects the importance of Chapters to the success of CISV nationally and internationally. The successful candidate will bring exceptional motivation and initiative to this role of Chapter Development Officer (CDO).

Responsibilities:

1. Works as a member of the Executive Committee to formulate policies and procedures..
2. Attends national meetings (e.g., monthly executive meeting, quarterly board meetings (QBM), national board meeting (NBM), and other meetings as required)
3. Maintains oversight for and provides direction and support to Coordinators, as follows:
4. Builds strong collaborative relationships with Chapter Chairs, in order to ensure a solid understanding of challenges and opportunities to support chapter growth and development
5. Provides organizational support to Chapters:
 - Identifies, formulates and promotes strategies, resources and materials to support healthy Chapters
 - Identifies and promotes strategies, resources and materials to support all chapters in the area of growth & development
 - Identifies chapter training requirements and explores opportunities to make training available
 - Identifies and shares with chapters best practices.
 - Provides direct support to individual Chapters to assist with their growth & development
6. Identifies and acts on opportunities for the establishment of new chapters.
7. Assists new and developing chapters to organize their chapter and plan their initial activities in accordance with the CISV Canada Guidelines for Developing Chapters.
8. Assists rebuilding chapters to organize their chapter and plan activities to rebuild the strength of the chapter to be established as a full chapter within 3 years.
9. Builds strong collaborative relationships with Chapter Chairs, in order to ensure a solid understanding of challenges and opportunities to support chapter growth and development

10. Represents the interests and concerns of Chapters at executive meetings
11. Prepares and administers an annual budget to be submitted for inclusion in the annual national budget.
12. Supports home Chapter by attending a minimum of two chapter activities annually.

Knowledge/Expertise/Qualifications/Requirements

1. Must be a member of a CISV Chapter in Canada.
2. All CISV positions are volunteer; there is no remuneration.
3. Knowledge and experience in a chapter board position is an asset for this position.
4. Must have a clear and current Criminal Record Check (CRC) from their chapter.
5. Must be trained in Advanced online Safeguarding course.