



Canadian
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TOR-12: e-Institute Director

Purpose

The purpose of the e-Institute Director is to oversee the development and operation of the e-Institute.

Roles and Responsibilities

1. e-Institute Development:

- i. Work with the Professional Learning Chair to develop strategic and operational plans which incorporate the goals and objectives articulated in the CES Strategic Plan, as relevant to the e-Institute.
- ii. Ensure adherence to OP-25 and other policies, guidelines and National Board decisions pertaining to the e-Institute;
- iii. Draft e-Institute policies, review existing policies, and recommend changes as appropriate;
- iv. Provide the Board with professional advice relevant to the e-Institute's development by identifying, assessing and informing the Board of internal and external issues that may affect the e-Institute and/or CES;
- v. Liaise with the President, VP, and Professional Learning Chair to create synergies between e-Institute development and their portfolios in a strategic work plan; and,
- vi. Chair the e-Institute Curriculum Advisory Board, which advises the Director on courses, course development, selection of course developers, etc.
- vii. Develop a five-year learning plan in alignment with the CES strategic plan, based on consultation with the Curriculum Advisory Board and other parties, for the e-Institute to present for approval by the Board of Directors.

2. e-Institute Operations:

- i. Develop strategic and operational plans which incorporate the goals and objectives articulated in the CES Strategic Plan, as relevant to the e-Institute, in collaboration with members of the Board and contractors.
- ii. Chair the e-Institute Curriculum Advisory Board, which provides advice on courses, course development, selection of course developers, and other course related issues.
- iii. Oversee the management of course selection, development, pilot testing, quality assurance, translation, uploading of courses to the Velsoft learning platform, and marketing of courses and the e-Institute.
- iv. Liaise with Velsoft to ensure the learning management system is operational.
- v. Collaborate with the Membership and Engagement Director, contracted personnel, Chapters, and others as appropriate to develop and market/promote the e-Institute.
- vi. Create an annual budget for the e-Institute.
- vii. Maintain an operations manual.
- viii. Contribute to the CES Annual Report and produce reports on sales and course uptake for the Board and Executive, as required.
- ix. Manage contracted staff, including the e-Institute Manager.

Appointment and Term

The e-Institute Director will be appointed by the CES Board as a Director at Large in accordance with G-3 and CES bylaws.

The term of the position will be up to a three year, renewable term.

1. Qualifications

- i. Education: graduate degree in a related area.

ii. Skills and Experience:

- a) Demonstrated leadership and management skills;
- b) Background in online learning, adult learning and professional development;
- c) Knowledgeable in the use of technology in instruction and assessment;
- d) Membership in the CES and commitment to its mandate, to program evaluation and online learning (e.g., use of evaluation in previous work);
- e) Credentialed evaluator designation an asset; and,
- f) Strong team player.

2. Reporting

The e-Institute Director reports to the Board at each meeting of the Board of Directors (and Executive meetings as invited) on e-Institute operational data, successes and challenges, and provides a report of activities for the CES Annual Report.