



IABC Ottawa Board of Directors: Vice President, Membership

Position	Vice President, Membership
Description	The Vice President, Membership is responsible for IABC Ottawa's member relations. This includes monthly membership reporting and analysis, supporting the recruitment of new members and delivering value to current members. They manage a team of volunteers.
Responsibilities	<ul style="list-style-type: none"> ● Develop and execute an action plan for the 2021-22 season, with a focus on member retention and growth. ● Produce and facilitate monthly Member Meet Up events and a select number of Networking 9 events. ● Welcome new members to the chapter on a monthly basis and remind lapsing members of their membership status. ● Oversee two certification exams in Ottawa (COVID-19 dependent for in-person exams.) ● Support the execution of the Members Connect Program, a member-only mentorship program. ● Develop bi-monthly member profiles. ● Work with the Vice President, Communications to develop an action plan for membership month in March. ● Create a membership survey to gauge opportunities and successes for the chapter for the following season.
Volunteers	<p>The Vice President, Membership will work with the Vice President, Leadership Development to recruit and train new volunteers for the portfolio, if applicable.</p> <p>The recommended Directors (also known as volunteers) roles to support this role are:</p> <ul style="list-style-type: none"> ● Director, Certification ● Director, Membership Content ● Director, Members Connect Program ● Director, Member Meet-Ups ● Director, Corporate Memberships ● Director, Student Outreach

Expectations

- Deliver on the goals you set for your portfolio.
- Collaborate with other portfolios to support the chapter's strategic vision.
- Uphold IABC's Vision, Core Values and Guiding Principles.
- Learn something new! As a volunteer-run organization we encourage and support personal and professional growth.
- With the VP, Finance set your budget for the season.



- Develop monthly board reports and attend 1-hour monthly meetings evening meetings (virtual until further notice due to COVID-19) on the second Tuesday of every month from 5:45-7pm.
- Attend a minimum of four events throughout the year – which are free for Board members!
- Monitor your IABC Ottawa email.

Values

IABC Ottawa focuses on connecting you with the people and insights you need to thrive in your career. Whether you are a communicator, marketer, or creative professional, we connect you to the opportunities, resources, people, and information you need to advance.

Adopted during the 2020-21 season, the IABC Ottawa Board of Directors have identified a set of core values to guide our work. As chapter leaders we value: leadership, growth, teamwork and connection.

Guiding Principles

As a chapter of a diverse, international community, IABC Ottawa welcomes communication professionals of all levels and practices. We embrace diverse viewpoints, encourage conversation and celebrate cultural differences. We believe these differences benefit our community and that we are more enlightened, well informed, and successful when we honour our unique experiences and perspectives. We require only that all of our members and individuals who engage with our programming abide by the [IABC Code of Ethics](#) and [Code of Conduct](#).

We recognize that creating and fostering a diverse, equitable and inclusive community is an ongoing process. In order for us to change systems of oppression we can't use the same thinking that created them. We are committed to doing the ongoing work required to create a safe space for everyone who engages with our programming and listening and learning to your ongoing feedback.