

Volunteer Job Posting



Job Title:	Board Whip
Purpose:	The Board Whip will work directly with the Board of Directors and Executive Director to coordinate meetings of the Board and Board committees, prepare and circulate meeting minutes and follow-up with Board Directors on action items from meeting to advance to advance annual goals.
Location:	Toronto, Ottawa or Vancouver area (work will be through teleconference/email)
Responsibilities:	<p>The Board Whip:</p> <ol style="list-style-type: none">1) Coordinates meetings of the Board of Directors2) Coordinates meetings of Board Committees3) Attends all Board and Committee meetings4) Assists with preparing and circulating meeting minutes5) Follows-up with committee chairs and individual Directors on action items arising from meetings6) Coordinates with Executive Director to compile and circulate relevant information and documents to inform discussions of Board / Board Committees
Time Commitment:	1-2 hours per week as needed (Board meets quarterly, Committees meet 1-2 times between Board meetings – meeting held weekday evenings)
Qualifications:	The Board Whip should be very organized, strong writing communication skills, attention to detail and experience in managing volunteers or staff teams. An interest in International Development and Africa is an asset.
How to Apply:	<p>Please submit a covering letter indicating your interest in the position and listing – in point form – experience relevant to the position.</p> <p>Email to: claire@capnetwork.ca</p>
Deadline:	April 10, 2018