



SIETARBC SOCIETY FOR INTERCULTURAL EDUCATION, TRAINING AND RESEARCH

SIETAR BC EXECUTIVE MEMBERS

POSITION TITLES & DESCRIPTIONS

SIETAR BC EXECUTIVE MEMBERS

SIETAR BC’s constitution specifies that the Executive Committee shall consist of a minimum of seven positions: President, Vice-President, Treasurer, Secretary, Program Coordinator and two Members-at-large.

Executive members are committed to their positions for the duration of one year.

If a member of the Executive is unable to perform the required duties, s/he is responsible for requesting assistance from the Members-at-large. If a member is unable to complete the year on the Executive, s/he is asked to inform the President or Vice-President at the earliest possible time.

Positions

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SIETAR BC President

Term:	One year	Reports to:	Executive board and membership
Authority:	Sign-off on costs for events Signing authority for venue bookings (in addition to Program Coordinator)		
Time Commitment:	Attend monthly Executive meetings. Provide feedback for event programming. Approximately 10-15 hours per month.		
General Duties:			
<ul style="list-style-type: none"> • Provides direction and leadership to the organization • To represent the BC chapter of SIETAR in an official capacity • Promotes and creates awareness of SIETAR BC as an organization • Liaises with other institutions/organizations who are interested in the field of intercultural/diversity training and with other SIETAR affiliates around the world • Chairs AGM and Executive meetings • Provides oversight for event programming 			
Qualifications & Skills:			
<ul style="list-style-type: none"> • Experience working with board committees • Experience with SIETAR activities • Familiarity with SIETAR BC mandate and vision • Experience in key leadership positions • Works effectively within a team 			
Benefits:			
<ul style="list-style-type: none"> • Opportunity to shape direction of a non-profit organization • Promoting intercultural awareness • Gain experience working with a volunteer organization 			

SIETAR BC Vice-President

Term:	One year	Reports to:	President
Authority:	Sign-off on costs for events		
Time Commitment:	Attend monthly Executive meetings. Provide feedback for event programming. Approximately 10-15 hours per month.		
General Duties: <ul style="list-style-type: none"> • Chairs Executive meetings (should President not be able to attend) • Serves as back up to the President and assumes responsibility should the President not be able to do so • Coordinates date, time, location, and agenda for monthly Executive meetings • Assists or fills in for any other Executive positions when necessary 			
Qualifications & Skills: <ul style="list-style-type: none"> • Experience working with board committees • Experience with SIETAR activities • Familiarity with SIETAR BC mandate and vision • Experience in key leadership positions • Works effectively within a team 			
Benefits: <ul style="list-style-type: none"> • Opportunity to shape direction of a non-profit organization • Promoting intercultural awareness • Gain experience working with a volunteer organization 			

SIETAR BC Secretary

Term:	One year	Reports to:	President/Vice-President
Time Commitment:	Attend monthly Executive meetings and events. Approximately 10 - 15 hours per month minimum.		
General Duties:			
<ul style="list-style-type: none"> • Files Society's annual report (Form 11) and any related changes with the BC government. • Responsible for helping to ensure the proper maintenance of records, meeting agenda and supporting materials, and acts as official recording secretary for: <ul style="list-style-type: none"> • Board Meetings • Committee Meetings • General Meetings • Annual General Meeting (AGM) • Corporate Records (development and maintenance) • Advises the Executive members (President, Vice President, Treasurer) on society matters • Provides guidance on compliance/regulatory and legal matters pertaining to non-profit administration of SIETAR BC's Guidelines (policies and procedures) • Prepares and circulates an annual calendar of executive meetings and other key dates • Prepares, maintains and circulates minutes of meetings • Maintains a schedule of executive in attendance at meetings • Maintains SIETAR BC governance materials, such as the SIETAR BC's Guidelines • Prepares any contracts and agreements as may be required which may also include liaison with counsel • Coordinates all aspects of the annual general meeting, including the preparation of annual meeting materials, annual report, etc. 			
Qualifications & Skills:			
<ul style="list-style-type: none"> • Familiarity with SIETAR BC mandate and vision • Familiarity with the Society Act of British Columbia • Works effectively within a team 			
Benefits:			
<ul style="list-style-type: none"> • Promoting intercultural awareness • Gain experience working with a volunteer organization 			

SIETAR BC Membership and Treasury Coordinator

Term:	One year	Reports to:	President/Vice-President
Authority:	Maintains SIETAR BC membership Deposits cash and cheques. Makes necessary payments as required.		
Time Commitment:	Attend monthly Executive meetings. Maintain membership database. Approximately 3-4 hours per month.		
General Duties:			
Membership			
<ul style="list-style-type: none"> • Generates membership report on an as needed basis to the Executive • Responds to web coordinator inquiries, when a member e-mails inquiring about membership status, receipt of payment, issuance of receipts, etc • Prints out a list of members registered for a SIETAR event and brings at least one copy of it to the event to enter registrations • Assists with event registration table process ay at-event membership payments • Processes and entry new memberships • Maintains membership list • Prepares welcome letters and receipts 			
Treasurer			
<ul style="list-style-type: none"> • Maintains bank account and authorized signatory records • Maintains financial records of SIETAR BC • Collects fees, prepares deposits, disperse cheques as required, to provide direction regarding budgeting for the executive • Generates financial reports 			
Qualifications & Skills:			
<ul style="list-style-type: none"> • Familiarity with SIETAR BC mandate and vision • Works effectively within a team • Computer skills: Excel 			
Benefits:			
<ul style="list-style-type: none"> • Promoting intercultural awareness • Gain experience working with a volunteer organization • Gain insight into financial responsibilities of a non-profit organization 			

SIETAR BC Program Coordinator

Term:	One year	Reports to:	President/Vice-President
Authority:	Signing room booking contracts after cost is approved by President/Vice President.		
Time Commitment:	Attend monthly Executive meetings and coordinate and attend 7-8 events per year. Approximately 10-15 hours per month.		
General Duties:			
<ul style="list-style-type: none"> • Solicits proposals for events/speakers and confirm whether event is a presentation or a workshop format • Reviews proposals from potential presenters with Executive Members • Coordinates event details including liaison with presenter, room booking, and volunteer tasks for the event • Provides event details to Communications/Web Coordinators • Attends SIETAR events and sets up registration table (box with name tag, felt pens, pens. These materials are given back at the end of the event) • Monitors registrations prior to event and undertakes extra promotions if appropriate • Liaises with Membership Coordinator regarding at-the-door registration at the events • Coordinates honorarium (gift card) for presenter and payment for venue with Treasurer 			
Qualifications & Skills:			
<ul style="list-style-type: none"> • Familiarity with SIETAR BC mandate and vision • Works effectively within a team • Strong organizational and communication skills • Event planning experience • Computer skills, including Microsoft Word 			
Benefits:			
<ul style="list-style-type: none"> • Promoting intercultural awareness • Gain experience working with a volunteer organization • Foster connections with a wide variety of key persons in the intercultural/diversity field • Develop event planning and teamwork skills 			

SIETAR BC Communications Coordinator

Term:	One year	Reports to:	President/Vice-President
Authority:	Develop external communications plan.		
Time Commitment:	Attend monthly Executive meetings. Promote and attend 6-7 events per year. Develop communications plan and maintain general communications on behalf of SIETAR BC. Approximately 10 - 2 hours per month.		
General Duties:			
<ul style="list-style-type: none"> • Informs membership of upcoming events via newsletter (in Mailchimp) as well as social media platforms (Twitter and Facebook) • Responds to all info@SIETAR.bc.ca inquiries; forwards relevant inquiries to the Executive • Re-distributes information about external programs, events, etc. to SIETAR BC Mailing List that are sent to info@SIETAR.bc.ca • Updates the SIETAR BC calendar • Posts relevant news articles, calls for proposals, conferences and other events on social media profiles while building a following– Twitter @SIETARBC and Facebook https://www.facebook.com/sietarbc • 			
Qualifications & Skills:			
<ul style="list-style-type: none"> • Familiarity with the SIETAR BC mandate and vision • Works effectively within a team • Strong organizational and communication skills • Computer skills, including Microsoft Word, Excel • Comfortable using web-based applications to contact various organizations and SIETAR members, including Mailchimp newsletter software 			
Benefits:			
<ul style="list-style-type: none"> • Promoting intercultural awareness • Gain experience working with a volunteer organization • Foster connections with SIETAR members and a wide variety of key persons in the intercultural/diversity field and the local media community • Develop organizational communication skills 			

SIETAR BC Website Coordinator

Term:	One year	Reports to:	President/Vice-President
Authority:	Maintaining SIETAR BC website and social media sites (LinkedIn, Facebook).		
Time Commitment:	Attend monthly Executive meetings. Maintain website. Approximately 10 - 12 hours per month minimum.		
General Duties: <ul style="list-style-type: none"> • Updates the SIETAR BC website regularly (with call for proposals, current and past events, news, photos from events, other) • <i>Note:</i> During the 2015-2016 year, the SIETAR BC website will be undergoing a major redesign. 			
Qualifications & Skills: <ul style="list-style-type: none"> • Familiarity with SIETAR BC mandate and vision • Strong organizational and communication skills • Experience with building and/or maintaining websites • Works effectively within a team • Experience with SIETAR activities • Computer skills, creation of PDFs, Excel, etc. 			
Benefits: <ul style="list-style-type: none"> • Promoting intercultural awareness • Gain experience working with a volunteer organization • Development of computer and online skills 			

SIETAR BC Member-at-large

Term:	One year	Reports to:	President/Vice-President
Time Commitment:	Attend monthly Executive meetings and events. Approximately 3-4 hours per month minimum.		
General Duties:			
<ul style="list-style-type: none"> • Attends monthly meetings and contributes ideas, proposals and programming suggestions to benefit SIETAR BC membership • Attends events and helps with set-up and registration table • Provides assistance for other Executive member positions as needed 			
Qualifications & Skills:			
<ul style="list-style-type: none"> • Familiarity with SIETAR BC mandate and vision • Works effectively within a team 			
Benefits:			
<ul style="list-style-type: none"> • Promoting intercultural awareness • Gain experience working with a volunteer organization 			