



## DIRECTOR, IDEA

The Director of IDEA (Inclusion, Diversity, Equity, Access) shall be responsible for forming and leading a committee to develop and implement strategies so that the demographics of our region (in terms of ethnicity, race, gender, religion, geographic location and sexual orientation) are reflected in our membership and at the board/committee level.

### **Roles and Responsibilities:**

- Working with the Committee, develop a program plan to implement the strategic goals relative to IDEA as determined by the AFP Edmonton & Area Board of Directors
- Assess the chapter for its diversity and inclusion efforts. Determine where the chapter currently is and where it would like to go. This can include but not limited to member demographics, educational programming and where chapter meetings are held.
- Take part as a member of the Nominating Committee to recruit and assess chapter leadership candidates
- Establish and maintain a diverse committee of no less than two additional members.
- Work in concert with the Director, Membership to promote diverse representation in the membership and together identify and recruit members from a variety of groups
- Provide support to the Rural Outreach Chair to engage membership that resides outside of the City of Edmonton
- Coordinate with the Education committee to develop and provide annually at least one Chapter event regarding cultural diversity in the field of fundraising.
- Work to ensure accessibility for all members and guests to Chapter activities and the corresponding facilities.
- Apply for the IDEA Champion designation each year and monitor to ensure that the AFP Edmonton & Area Chapter meets the requirements
- Participate in strategic planning and board recruitment efforts
- Develop and submit a budget for the IDEA portfolio to the Treasurer as requested
- Attend regularly scheduled Board meetings and retreats
- Turn over to the successor all chapter records and/or property immediately upon completion of term or resignation prior to completion of term

**Length of Term:** 1 year terms with the maximum of eight terms total

**Average Time Commitment per Month:** 7-10 hours per month

### **Time Commitment Breakdown:**

- Board Meeting: 1 hour monthly
- Strategic Planning Meeting: 1 hour monthly
- Committee Meetings: 1-2 hours monthly\*
- Portfolio Work Time: 4-6 hours monthly\*
- Total monthly commitment: 7-10 hours per month

*\*It is important to note that work within Working Groups will fluctuate throughout the year. The estimates above reflect the average amount of time projected.*



### **Administrator Responsibility to Portfolio**

- In collaboration with Executive and Director of IDEA, complete the Ten Star and IDEA Champion designation applications annually
- Provide support as requested and as approved by the Executive Committee within the general duties outlined in the administration contract