

**Posted On: July 11, 2022**  
**Location: Toronto**  
**Effective: September 2022**

The Ontario Association of Career Management (OACM) is a not-for-profit association dedicated to advancing the knowledge, service delivery, and the livelihood of career management professionals across Ontario.

We are looking for a qualified candidate to join the Board of Directors in the **position of Vice-Chair, a leadership role in an expanding volunteer-run organization**. Candidates are passionate about Career Development and want to contribute to the strategic growth and sustainable success of the OACM and its membership. They are committed to the principles of good governance, operational effectiveness, and professional advocacy.

#### **Duties of the Position:**

The Vice Chair supports the Executive on strategic, operational, and interpersonal dealings.

#### **Leadership**

- Serves a one-year term and agrees to step up to the Chair role (two-year term) when the current Chair steps down
- Serves as Key Advisor to Chair in decision-making and strategic direction; and stands in for the Chair when s/he is not available for Board meetings, Annual General Meeting, or other emergency situations
- Leads and/or participates in Board Committees or task groups, and spearheads projects on behalf of the Board of Directors

#### **Operations**

- Assists and aspires to have a full Board compliment, with focus on attendance, active participation, succession planning
- Supports planning, deliverables, and accountabilities for the Board, and maintains focus on actionable decisions
- Assist with the organization and logistics of OACM Professional Development events and other initiatives designed to strengthen the Association
- Assists in verification of Board meeting agendas for optimal strategy and engagement

## Portfolio Assignments:

- Communications lead, overseeing Mailchimp communication and other transmissions schedules to Members throughout the year, including virtual events and membership campaigns.
- Coordinates Membership Renewal Campaign in collaboration with OACM's Virtual Assistant (VA).
- Leads social media efforts in alignment with Virtual Assistant (VA) and other Directors.
- Assists in finalization of Calendar of Events including Professional Development Event topics, dates, and presenters for circulation to all Members
- Leads OACM participation with CANNEXUS, the CERIC conference.

## Qualifications

- Knowledge of and support for the mission and purpose of OACM
- Demonstrated ability and commitment to work as a team member in an active volunteer role
- Familiarity with board governance structures and the non-profit sector an asset
- Practical knowledge of and experience with social media tools an asset

## Responsibilities

- Become a fully paid Member of the association
- Be available to serve a minimum of a 3-years with the Board (1 year as Vice-Chair, 2 years as Chair) with eligibility for reappointment as a Director of the Board for successive terms
- Attend 6-8 board meetings per year (in-person or virtual) plus the Annual General Meeting
- Join at least one (1) board committee and attend meetings as required
- Register for and attend OACM events as often as possible

## How to apply

Please submit your résumé and a cover note outlining your interest in joining the Board to [info@ontarioassociationofcareermanagement.org](mailto:info@ontarioassociationofcareermanagement.org) by **September 5, 2022**.