

CEP Vancouver Volunteer Board Member

President

August 2022 - August 2024



The board is currently looking for a new President. Currently, there are two Co-Presidents, and depending on applicants and interest, the position could be stand-alone or shared position.

Description:

The President's primary responsibility is to lead and support the team within their respective roles. The incoming president is very lucky to join a team with robust experience on the CEP Board. They'll have the opportunity to lead the team and membership, in creating a welcoming and inclusive network of sustainability professionals in the Lower Mainland. This role is well suited for individuals who work collaboratively, enjoy both leading and supporting a dynamic team, and are interested in really getting involved in the community.

While you will be responsible for your own tasks, the CEP Board is very collaborative and there will be many opportunities to contribute to the team as a whole. As a CEP Board Member you'll be part of a dynamic team of sustainability professionals from various sectors. You will have the opportunity to build skills, grow your network, learn and have fun!

Main Tasks:

- Lead the monthly Board Meeting
- Support all team members by regularly checking in, ensuring they have the resources they need for their respective roles
- Recruiting new team members
- Attending and leading national meetings with CEP chapters in Calgary, Toronto, Ottawa, and Montreal

Desired Skills & Competencies:

- Strong organizational and verbal/written communications skills and a desire to get things done!
- Passionate about working within a dynamic team to connect Vancouver's sustainability community.
- Ability to complete tasks independently while also contributing to the team.
- Preference will be given to candidates with experience in nonprofit management or program management.

Time Commitment:

CEP Board Member positions are a two-term commitment; but we appreciate schedules can change in two years. On a monthly basis, the following provides a general breakdown of expected hours:

- 1.5 hours per month for team meeting

- 4-6 hours per month for fulfilling responsibilities (supporting team members and hosting scheduled check-ins with the team)
- 1-2 hours per month (based on your own availability) to support and attend CEP events

Please send your resume and one or two short paragraphs outlining your interest and experience, to info@cepvancover.org, and include "President Application" in the subject line. Please note that this is a volunteer/unpaid position as we are a not for profit organization.