



Job Title:	Provincial Regional Director – Alberta	Job Category:	Volunteer
Location:	Home Based	Travel Required:	Limited Travel
Level/Salary Range:	No Wage. 100% Volunteer. Expenses will be reimbursed.	Position Type:	Part-time.
Date Posted:	August 1, 2020	Posting Expires:	Sept 30, 2020
External Posting URL:	www.canadiantransplant.com		
Internal Posting URL:			
Applications Accepted By:			
EMAIL: bbrown@txworks.ca Subject Line: Director Provincial Director - AB		MAIL: c/o Brenda Brown Canadian Transplant Association #4 – 3070 Townline Rd Abbotsford, BC V2T 5M2	

Job Description

OVERVIEW

The Canadian Transplant Association (CTA) is a registered charitable organization with a 100% volunteer Board. This position reports to the President with responsibility to the Board and its members.

The Provincial Regional Director will drive strategy, local membership participation and execution of all communication, public relations, event coordination, through a variety of associated meetings and activities designed to increase CTA's brand, and to increase and retain membership.

The Provincial Regional Director is responsible for implementing the National strategy designed to address the CTA's objective of promoting post-transplant health and supporting other organization's efforts to raise awareness of the power of organ donation. They will do this by ensuring Nationally sanctioned events are effectively administered, as well as developing and hosting local events that address the Association's objectives and serve to increase and retain membership.

ROLE AND RESPONSIBILITIES

- Represent the provincial interest to the Board of Directors.
- Represent the views of the CTA Board of Directors to their region.
- Establish a bank account in the name of the CTA with two (2) signing officers and to be done under the guidance of the National Treasurer.
- Assume the role of signing officers with the Treasurer of the region.
- Submit quarterly financial statements to the CTA Treasurer, which will include copies of the quarter's financial statement, any bank statements, and receipts. Quarterly reports are due on the last day of each of the following months: October (the CTA's official year-end), January, April and July.
- Facilitate elections of/or appoint a three (3) member Committee consisting of a Secretary, Treasurer and Marketer/Fundraiser.
- Shall appoint or elect additional positions as deemed necessary by the provincial membership.



- Appoint and or elect Provincial Coordinators to work under the Provincial Director as required in order to assure representation in any large populated area.
- Hold at least four (4) meetings a year with committee members.
- Plan, implement and coordinate activities and publicity events in the name of the CTA.
- Ensure that the minutes of the Provincial Committee meetings are forwarded to the National Executive Committee.
- Partner with the President, Board and Community Development partners on a brand strategy that supports the organization, for special campaigns, i.e. Green Shirt Day.
- Liaise with media, responding to inbound requests and conducting media outreach at strategic moments.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor’s degree or diploma in communications, marketing, non-profit management, leadership or equivalent combination of education/experience
- Supervisory skills would be an asset
- Five or more years’ experience in people management and leadership an asset.
- Must have experience in a non-profit environment and volunteering
- Experience working in the health care and/or sporting sector would be an asset

PREFERRED SKILLS

- Superior written and verbal communication skills, with a flair for storytelling in print, online and public speaking.
- Strong project management skills to lead the development of multiple community events and mini-projects.
- Excellent computer skills, including proficiency in the advanced features of the Microsoft Office suite of products.
- Adept at using social media platforms (Twitter, Facebook, Instagram, LinkedIn, YouTube).

ADDITIONAL NOTES

If the following describes you, this role might be just what you are looking for:

- Desire to Learn – You are constantly learning. You instinctively find ways to create value, add to team culture, and think ahead.
- Collaborative – While you are comfortable working on your own, you communicate well and relish being part of a team.
- Thrive in Ambiguity – You gather information, communicate with your colleagues, figure out solutions, and find a way to get the job done.
- Accountable – You keep your commitments and can be relied on to deliver high-quality work that generates results.
- Passionate – You believe in making a difference in the lives of our others and are dedicated to going above and beyond to make a positive impact in the community.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time