

Niagara Poverty Reduction Network

Chair and Vice-Chair Job Description

BACKGROUND

In June 2015, the Niagara Poverty Reduction Network (NPRN) addressed the need for succession planning for the positions of Chair and Vice-Chair to sustain strong leadership at the helm of the NPRN.

SELECTION PROCESS

- Interested parties submit their name to the Secretariat, Natalie.Chaumont@unitedwayniagara.org
- Secretariat provides details and confirms nomination
- Secretariat presents nominees to NPRN and a ballot vote takes place, if necessary

CHAIR JOB DESCRIPTION

- Preside at monthly NPRN meetings (five times per year);
- Preside at NPRN Coordinating Committee meetings, scheduled as required throughout the year;
- Serve as the primary liaison with Secretariat in confirming NPRN meeting agendas, special events/activities;
- Serve as the primary collaborator with Secretariat and all relevant stakeholders, in securing the resources required to maintain the NPRN;
- Serve as the spokesperson for the NPRN;
- Ensure that the NPRN mandate and Terms of Reference are being met;
- See that NPRN is represented at relevant local, regional & provincial meetings;
- Foster and encourage open communication with likeminded committees, organizations and initiatives;
- Expectation of time: Average two meetings per month 2.5 hours each plus travel and prep time (reading minutes).

VICE-CHAIR DESCRIPTION

- Preside at NPRN meetings in the absence of the Chair;
- Attends NPRN Coordinating Committee meetings, scheduled as required throughout the year;
- Ensure that the NPRN mandate and Terms of Reference are being met;
- In the absence of the Chair represent the NPRN at relevant local, regional & provincial meetings.
- Expectation of time: Average two meetings per month 2.5 hours each plus travel and prep time (reading minutes).

CHAIR AND VICE-CHAIR PROFILE

The persons who serve as NPRN Chair and Vice-Chair:

- Participating member of NPRN for at least one year
- Experience chairing meetings, preferably large community groups;
- Models principles of NPRN;
- Regional perspective
- Tact and diplomatic skills
- Publically nonpartisan: does not engage in partisan activity including serving in any official position or work in any significant way for any political party at any level of government; indicate her/his political

affiliation or candidate preference at any level of government in the media, including on social networking sites or other public venues that prominently identify her/him as a member of NPRN

- Demonstrates leadership in community development;
- Is well-connected & respected as a community leader/champion in Niagara;
- Understands the issues of poverty in Niagara with a good grasp of supporting research;
- Excellent public speaking skills;
- Experience in strategic planning and public relations.

TERM

These positions may be held for two, two-year terms for a maximum of 4 years subject to NPRN confirming their appointment annually. Members must wait 2 years after a 4 year term before applying for the same position.