

**APRA – Canada**  
**Director, External Relations**  
**Job Description**

This position is responsible for the promotion and collaboration with other professional fundraising organizations and to coordinate the APRA-Canada Scholarship initiative.

Responsibilities include:

- Promote APRA-Canada throughout Canada with other fundraising organizations (eg AFP, CASE, AFP, AHP, etc).
- Create a source document of speakers and topics to share with other organizations
- Establish and oversee the scholarship program for the APRA-Canada chapter.
- Write an external relations update for the Scoop newsletter and Annual General Meeting.
- Maintain external relations section of the APRA-Canada website when required.

Updated January 2006

**APRA – Canada**  
**Director, Membership**  
**Job Description**

This position is responsible for maintaining an up-to-date membership list that enables APRA-Canada to have a picture of its membership and the means to communicate with this membership. Membership is managed on an excel spreadsheet that includes name, title, employer, email address, membership acquisition date, and renewal date. This position works closely with the Treasurer primarily through email exchanges.

Responsibilities include:

- Adding details of new and renewing members after fees are received by Treasurer
- Welcoming all new members via an email
- Sending thank you notes to all renewing members via email
- Sending renewal notice to members prior to their membership 1-year anniversary
- Creating login identification for members-only section of the website. Log in information becomes the responsibility of member and the Webmaster
- Responding to members and non-members queries regarding membership
- Distributing APRA Canada notices and materials to current membership via email
- Upon request, providing membership list to Professional Development events hosts to ensure only current members receive discounted attendance
- Responding to members requests to access membership for events that are not hosted by APRA
- Attempts to trace members when their email address is undeliverable
- Writing a membership report for the Scoop newsletter and Annual General Meeting.

Updated January 2006

**APRA – Canada  
President  
Job Description**

The key responsibility of this position is to ensure that the chapter continues to be a viable resource for its members and to provide leadership to all directors and members.

Responsibilities include:

- Organize and Chair all board meetings which typically are held quarterly via teleconference. Call for all agenda items and share with VP/Secretary for the agenda.
- Assume or delegate responsibility for any special projects that don't necessarily fall into one specific director's position.
- Provide assistance to all director positions to ensure they have the support they require in fulfilling their duties.
- Chair and help organize the Annual General Meeting typically held at the APRA-International conference. Represent the Chapter both nationally and internationally. Designate a proxy when necessary.
- Provide overall approval for all chapter expenditures in correlation with the Treasurer. The President has co-signing authority with the Treasurer.
- Approve financial reports and submit to APRA-International along with updated list of directors.
- Liaise with APRA-International on any chapter specific initiatives. Share a copy of the Scoop to the Chapter Presidents list serve. Convey any pertinent information back to APRA-Canada Board.
- Write board addresses (or delegate to other board members) for the Scoop.
- Promote APRA-Canada and the profession to members and non-members.
- Promote APRA-Canada and our profession to other fundraising organizations (such as AFP, AHP, CASE, CCAE) as the source for expertise in research fundamentals.
- Provide input for the APRA-Canada website when required.

Updated January 2006

**APRA – Canada  
Treasurer  
Job Description**

The key responsibility of this position is to oversee all financial transactions of the chapter to include depositing of receivables, account payable and to formally prepare financial reports for distribution to members and APRA-International.

Responsibilities include:

- Receive all membership forms and dues
- Send all membership forms to Director - Membership
- Issue all formal receipts for the chapter
- Create invoices when requested
- Deposit all membership dues, professional development fees, sponsorship money, etc. into the APRA-Canada bank account
- Maintain a system of all financial transactions and retain copies of such transactions.
- Seek President's approval for all expenditures in writing (Holds co-signing authority with the President)
- Pay all outstanding bills and keep copies of all expenditures
- Prepare mid-year financial statements for Annual General Meeting
- Prepare year-end financial statements which are submitted to APRA International, these must have President's approval prior to sending them.
- Writing a financial update for the Scoop newsletter and Annual General Meeting.
- Provide input for the APRA-Canada website when required.

Updated January 2006

**APRA – Canada**  
**Vice President and Secretary**  
**Job Description**

The key responsibilities of this position include:

- In the absence of the President, Chair board meetings.
- Assist President when required.
- Prepare agenda and take minutes for all board meetings. Distribute to board members.
- Hold all official files/records for the board (e.g. by-laws, minutes of meetings, etc.)
- Attend and take minutes for the Annual General meeting. Chair in the absence of the President.
- Assist all other board members when necessary.
- Contribute to the Scoop and website when necessary.
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Updated January 2006

**APRA-Canada  
Director, Mentorship  
Job Description**

The goal of this position is to help APRA-Canada members get answers to their questions about research and fund-raising by providing the positive relationship with a colleague who will serve as one-on-one mentor and provide professional guidance.

Responsibilities include:

- Organize and promote the mentorship program
- Recruit, match and maintain list of all mentors and mentees
- Disseminate information about the mentorship program to all members and potential members.
- Evaluate the program by seeking feedback from current and past mentors and mentees, including periodical follow ups with matched mentors and mentees
- Develop ways of enhancing the mentor/mentee relationship
- Create written guidelines for expectations of mentors and mentees.
- Writing a mentorship update for the Scoop newsletter and Annual General Meeting.
- Maintain mentorship section of the APRA-Canada website.

Updated January 2006

**APRA – Canada**  
**Director, Professional Development**  
**Job Description**

The function of the APRA-Canada professional development director is to produce virtual (teleconference) seminars which will contribute to the useful knowledge and professional development of the membership.

Representative responsibilities include:

- Identify topics of interest to the membership through consultation with the Board, through the development and implementation of a membership survey (often done as part of a larger membership survey), and through ongoing email contact with members.
- Identify and secure qualified presenters who represent the professional and geographic diversity of our membership.
- Work with presenters on the development of their material, providing suggested topics, editing services and coordinating the distribution of the materials
- Work with the Director, Regional to identify and secure site hosts.
- Promote the seminars in the *Scoop* newsletter, in emails notices, on the APRA-Canada website, and in email postings to CANADA-PRSPCT-L.
- Distribute, via email, seminar materials, to site hosts and assist the Director, Regional in the distribution of site host instructions and responsibilities.
- Prepare a semi-annual professional development report for the *Scoop* newsletter and the Annual General Meeting.

**APRA-Canada  
Director, Regional  
Job Description**

This position is responsible for coordinating the activities of the regional representatives.

Responsibilities include:

- Help the regional representatives promote APRA-Canada in their geographic area
- Help regional representatives plan and market professional development events as directed by the Director, Professional Development.
- Co-ordinate the site hosts for APRA-Canada professional development teleconference events as directed by the Director of Professional Development
- Help the regional representatives promote APRA-Canada membership to prospect researchers in their geographic area.
- Encourage regional representatives to host regional professional development or social events.
- Write articles for the regional section of the Scoop and report for the Annual General Meeting.
- Provide content for the regional affairs section of APRA-Canada website
- Promote APRA-Canada through other local fundraising organizations (eg AFP)

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