

National Association of Federal Retirees

Calgary and District Branch

Title: Branch Director

Role: As a member of the Branch Board, you will help assist in managing and supervising the affairs of the Branch.

Activities:

The Branch Director is responsible for the following:

- Actively participating in their assigned portfolio as determined by the Branch board.
- Preparing a written report on the portfolio's activities and providing this report to the Secretary for inclusion with the meeting agenda.
- Willingness to serve on committees.

General Expectations

- Respects and follows all Association By-laws, regulations, and directives, including the Code of Conduct and branch by-laws.
- Attend all Board meetings, assigned committee meetings and the Annual General Meeting
- Attending these meetings fully prepared in advance to facilitate the efficient running of the meetings
- Commitment to the work of the organization.
- Willingness to serve on committees.
- Support of special events.

Skills and Competencies

- Strong leadership, communication, and interpersonal skills
- Basic computer skills - a working knowledge of email, Word, Excel, and Zoom platform
- Ability to work independently or with a team
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, human resources, and advocacy