



Canadian Institute for Procurement and Materiel Management  
Institut canadien d'approvisionnement et de gestion du matériel

## **Position Description**

### **Youth Director of the Board**

### **2 Positions (1 Materiel Management and 1 Procurement)**

The CIPMM Board of Directors is a team of people elected by the Corporation's shareholders to represent the shareholders' interests and ensure that the Corporation's management acts on their behalf. A Youth Director is elected for a three-year term and is fully committed to the full term in accordance with the Corporation's by-laws.

The Youth Director on the CIPMM Board of Directors is responsible for representing the interests and perspectives of young individuals, ensuring their voices are heard in decision-making processes. This role involves creating and implementing programs, events, and initiatives that cater to the needs and aspirations of the youth. Additionally, fostering communication between the Board and younger members of the CIPMM communities is critical to maintain an inclusive and dynamic organizational culture. The Youth Director collaborates with other CIPMM Board members to align strategies that support the overall goals and mission of the organization.

As the Youth Director on the CIPMM Board of Directors, your duties extend to actively engaging new hires, students, schools and overseeing bursary awards together with the Awards Committee. This involves developing outreach strategies, integrating within existing or new federal government networks and social media campaigns to attract and integrate young professionals into the organization, ensuring their onboarding experience is welcoming and informative. Collaborating with educational institutions is vital to establish partnerships, facilitating workshops and job fairs, and providing resources that benefit new hires and students, and align with the organization's mission.

The Youth Director plays a crucial role in shaping the future of our organization and contributing to the sustainability of the CIPMM Board. The Youth Director brings fresh perspectives, innovative ideas, and a contemporary understanding of societal changes, ensuring that the organization stays relevant and adaptable. They contribute to the long-term vision of the organization, considering evolving needs and fostering sustainability. As the future leaders of the organization, the Youth Director contributes to effective succession planning, ensuring a smooth transition of leadership and the continuity of the organization's mission.

They foster a sense of community among younger members, encouraging their involvement, and creating a strong sustainable support network for the organization.

A Youth Director requires a combination of professional experience and personal qualities that are specific to this position on the CIPMM Board of Directors, including:

- Relevance of age: Youth Director should be within a reasonable age range to authentically represent and understand the concerns and aspirations of the youth community.
- Connectivity with younger demographics: Youth Director should demonstrate a genuine connection with the age group they will be representing, showcasing an understanding of their needs and effectively communicating their perspectives.
- Bridge generation gaps: Youth Director should highlight their ability to help bridge any generation gaps within the Board, fostering collaboration and understanding between different age groups needs.
- Leadership aspirations: Youth Director should demonstrate leadership qualities to effectively represent the youth community on the Board and influence decision-making process.
- Understanding of youth issues: Youth Director should have a deep understanding of the dreams and hopes, challenges and concerns of young people, enabling effective advocacy on their behalf.
- Communication skills: Youth Director should have excellent communication skills to convey the interests and perspectives of the youth community clearly and persuasively to other Board members. Youth Director can play a key role in integrating technological advances to enhance the organization's efficiency and outreach.
- Networking Abilities: Youth Director should have the ability to build and maintain relationships with schools, students, and other relevant stakeholders to foster partnerships and support youth-related initiatives.
- Adaptability: Youth Director should showcase the ability to adapt to evolving youth trends, technologies, and cultural shifts, ensuring the Board stays attuned to the dynamic needs of the younger demographics.
- Open-Mindedness: Youth Director should emphasize an open-minded approach, recognizing that the youth community is diverse and may have varied perspectives and needs.
- Inclusivity and Diversity Awareness: Youth Director should have an awareness of and commitment to promoting inclusivity and diversity, ensuring that the needs of all youth, regardless background are considered. By representing the youth, a Youth Director actively contributes to the diversification of the Board, promoting varied perspectives and experiences.

In addition, Youth Director as a Director of the CIPMM Board has responsibilities related to the Board member position:

- Understands and demonstrates a commitment to the Corporation's mission, vision and programs.
- Ensures the Corporation is complying with all financial, legal and regulatory requirements.

- Attends Board meetings regularly.
- Prepares for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them.
- Contributes relevant skills and knowledge by participating actively in meetings and Committee work.
- Volunteers to take on role as a Committee Chair for one of the committees or projects, and actively participates in its work.
- Makes inquiries when clarification or more information is needed.
- Avoids any potential conflicts of interest, ensures legal and ethical responsibility and at all times upholds integrity and respect while safeguarding the Corporation's public image.
- Understands and maintains confidentiality.
- Respects the experiences and perspectives of all who bring their voices and shared lived experiences.
- Keeps up to date with issues and trends that affect the Corporation.