

We are looking for a Youth and Alumni Director to join our Board of Directors

Award Canada (The Duke of Edinburgh's International Award – Canada) is looking to appoint a new Director-at-Large with responsibility for youth and alumni.

Our organization is doing incredible work to support and enhance experiential learning for all young people in Canada, at a time when it is most needed. We are aiming to ensure that young people gain the skills, knowledge and experience they need to find lifelong success. This work would not be possible without the support of the volunteers who serve on our Board of Directors.

Role

This position is a three-year tenure, specifically for a Gold Award Holder (Silver Award Holders who have shown outstanding commitment to the Award will be considered), between the ages of 19 and 28 years at the time of appointment, who is interested in developing policy and helping grow the Award in Canada.

It is expected that the Director-at-Large will bring a unique perspective to the Board and its committees, having recently achieved their Gold Award. This Director is expected to be actively involved with our existing Award Canada Alumni Network (ACAN) and preferably has served in some other volunteer role within the Award or a closely linked youth organization.

Interested candidates should send a covering letter and up-to date resume, which clearly shows how they meet the criteria laid out in the following role profile to hr@dukeofed.org before February 28, 2025.

Role Profile

Director-at- Large (Youth and Alumni)

Location: Pan-Canadian remit

Salary: Volunteer- Unremunerated (expenses covered)

Overview of the role

This Director-at-Large position on the Board is a three-year position for a Gold Award Holder between the ages of 19 and 28, who is committed, professional, has a passion for developing policy and helping direct and bring increased awareness of the Award to young people across Canada. It is expected that the Director-at-Large will bring a unique and inclusive perspective to the Board and its committees, having recently achieved their Gold Award. The Youth and Alumni Director is expected to be actively involved with the current Award Canada Alumni Network (ACAN) and, ideally, with participants in a leadership capacity.

A key part of the role is to work with the staff members working to engage alumni and chair the Award Canada Alumni Network Advisory Group which consists of representatives from “local councils” across Canada. The Advisory Group will work to increase engagement in alumni activity across the country and review and identify ways in which the Award Canada Alumni Network (ACAN), can bring benefit to the charitable aim of the Award in Canada

Main Duties

As a member of the Board of Directors you will have a fiduciary duty to Award Canada (The Duke of Edinburgh’s International Award – Canada). Specifically, you will:

General

1. Ensure the Award in Canada complies with its bylaws, relevant legislation and regulations as well as the licence signed with The Duke of Edinburgh's International Award Foundation (IAF)
2. Ensure the organization pursues its objects as defined in its Articles of Incorporation
3. Ensure the organization uses its resources exclusively in pursuance of its objects
4. Contribute actively to the board’s role in giving firm strategic direction to the organization, setting overall policy, defining goals, raising funds, agreeing budgets and evaluating performance against agreed targets
5. Safeguard the good name and values of the Award
6. Ensure the effective and efficient administration of the Award
7. Ensure the financial stability of the Award in Canada and the raising of funds needed to achieve its goals

Specific

In addition to the above general duties this role will:

- Work closely with the Award Canada Alumni Network Manager to continue stewardship of and engagement with alumni chapters across the country
- Lead the raising of resources and opportunities (financial, human, social capital) from Award Holders to help grow the Award across Canada and internationally

Person Specification

The Director-at-large Youth and Alumni) must be aged between 19 and 28 years of age at appointment (May 2, 2025) and must be able inspire, encourage and motivate Award Holders to continue to support the vision and mission of the Award. We are looking for candidates of the highest caliber to support us. Key requirements that will be looked at in the selection process will include:

Education & training: willingness to develop professional knowledge and skills and inspire the same in others; ability to speak both French and English is desirable (the Award is a bilingual product).

Experience: Gold Award Holder (Silver Award Holders will be considered); Evidence of working as part of a governance board; evidence of strong interest in the development of young people; evidence of working with volunteers.

Skills & abilities: The ability to grasp the challenges and opportunities facing the Award in Canada and its alumni and suggest innovative strategies and ideas to address and overcome these; excellent communication and advocacy skills; other unique skills that may be of interest to the board at large.

Knowledge: Understanding of the use of social media and digital engagement tools; understanding of charity governance responsibilities.

Specific aptitudes: Sensitive to cultural differences, tactful, diplomatic and interested in cultural diversity; strong commitment to and passion for the values and ethos of the Award.