



Volunteer Opportunity – CIP Representative

Vice-President on the General Assembly of the Commonwealth Association of Planners representing the Canadian Institute of Planners

Description

The [Commonwealth Association of Planners](#) (CAP) seeks to develop the skills of urban and regional planners across the Commonwealth in order to meet the challenges of urbanization and the sustainable development of human settlements.

As a founding member of CAP in 1971, CIP has a long and close relationship with CAP. According to the CAP [constitution](#) and governance structure, each CAP member organisation must appoint one person to serve as their CAP representative. This person will have the title 'Vice-President' and a place on the CAP General Assembly, which offers each CAP member equal status and an equal right to participate in General Assembly and Assembly meetings.

The General Assembly meets biennially in person (with hybrid option) and is comprised of representatives from member organizations (Vice Presidents). The purposes of the General Assembly are to elect the President and Board of Trustees, set the strategic direction for the organization, and approve the operating budget.

In the intervals between meetings of the General Assembly, the Assembly (comprised of the Vice Presidents, work group, and network leads) will meet online three to four times a year. The Assembly is responsible to receive reports on activities of the Board of Trustees and provide direction on strategic and management matters, including partnership agreements and formation of networks. The Assembly provides a forum for the exchange of professional planning knowledge and information.

CIP's CAP Representative is accountable to the CIP Board of Directors, as well as the CAP General Assembly. The representative will work closely with the CIP Chief Executive Officer to effectively communicate CIP's values, interests and objectives, while fulfilling its duties as Canada's CAP Vice-President.

Duties & Responsibilities

CIP's CAP Representative:

- Will receive training by CIP staff and CIP's former CAP representative to ensure a successful transition.
- Must attend all CAP Assembly meetings and report back to the CIP Board of Directors, via the CEO. Where a representative is unable to attend a meeting, prior notice must be given to CIP staff in order to arrange a proxy or alternate with the CAP Secretariat. All CAP meetings and correspondence are in English only.

- Must be willing to attend conference calls at irregular times (e.g. 5 am.).
- Must act as the point of contact between CIP and CAP.
- Responsible for soliciting input from the membership, Board of Directors and/or CIP staff on behalf of CAP.
- Must contribute to CIP and CAP publications.
- Must contribute to CAP initiatives such as webinars, awards and outreach activities.
- Must adhere to CIP's External Representation policies.
- Must sign the CIP Conflict of Interest and Code of Conduct policies.
- May be required to travel internationally for the CAP biennial General Meeting (provisional on CIP budget).

Qualifications and Competencies

CIP's CAP Representative:

- Must be a Full CIP Member (MCIP®) in good standing.
- Must have strong interpersonal and cross-cultural competencies.
- Must be willing to represent Canada, while supporting professional planning internationally.
- Must have the time and capacity to commit to working with CAP and its partners, as described in the Duties and Responsibilities.
- Should have some planning experience or knowledge of planning practices outside of Canada (preferably in developing countries).
- Should have knowledge of the *UN-Habitat's Sustainable Development Goals* and [New Urban Agenda](#).
- Should have experience in effective stakeholder engagement – ensuring proper communication between CIP, CAP Secretariat, CAP members, and other partner organizations.
- Organizational governance and/or finance-related experience, an asset.

Term

The term of office for the CIP CAP Representative shall be two years, which may be renewed for a further two years, contingent upon satisfactory completion of a first term. The expected level of effort for this position will average approximately five hours per month averaged over the year.

Conditions

At minimum, the CIP Representative will provide quarterly status reports to the CEO to share with the Board of Directors. Using the standardized report template the Representative will outline their activities, issues, action items, knowledge/information transfer activities, and accomplishments. As required, the Representative may be required to submit a summary of accomplishments for the annual report in accordance with the instructions put forth by CIP Communications.

Diversity

CIP offers equal volunteer opportunities to all qualified individuals without regard to race, colour, ethnicity, religion, gender, age, national origin, disability, sexual orientation, or appearance. CIP is a national organization, and wishes to engage with current and future members across all our regions. To reflect CIP's diverse membership and that of the Canadian population, as well as to

encourage representation from across our organization, CIP may give preference to applicants from an under-represented segment of the population to promote our values of diversity, equality, and inclusion.