

CIM Maritime Branch Outline of Responsibilities

Director of Education

The Director of Education provides leadership and support to the CIM Maritime Branch Board of Directors on education issues. The Director of Education reports to the CIM Maritime Branch Board of Directors. The responsibilities of the Director of Education include:

1. Attends all meetings of the Board of Directors and other meetings as required.
2. Collaborates with the national academic dean, the national education director to ensure the integrity of the Institute's educational programs and processes in the Maritime Region.
3. Positively promotes supports and encourages involvement of all members in the education work.
4. Facilitates activities related to the CIM Distance Education program.
5. Consults with National CIM to establish accredited programs in the region.
6. Reviews education materials, promotional items and forms.
7. Monitors education expenditures against budget and reports discrepancies or changes.
8. Carries out assignments from the Board and President as required.
9. Prepares and submits an annual plan for the educational portfolio with cost estimates to the Board at least 30 days in advance of the AGM.
10. Prepares and delivers reports to the Board
11. Responds to emails and other communications within 48 hours of receipt.
12. Builds and maintains relationships with post secondary institutions.
13. Cultivates and builds relationships with CIM membership, other directors and external organizations to create effective partnerships and efficiencies that benefit CIM.

Preferred Qualifications

1. A minimum of one year's experience at the CIM branch board level.
2. Previous experience working in education an asset.
3. Strong influencing and negotiating skills to present alternatives, resolve conflicts and minimize high-risk situations and the ability to quickly establish credibility.
4. Superior time management and organizational skills to manage competing priorities and remain calm under pressure.
5. Excellent communication, presentation, interpersonal and relationship-building skills
6. Sincere commitment to work collaboratively with all constituent groups, including other board members (national and branch), and other supporters.