



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

POSITION CHARTER

PRESIDENT

1. OVERVIEW

This Position Charter defines the purpose, scope, responsibilities, and required competencies of the role. Each section is intended to provide clarity on a specific dimension of the role as follows:

- Purpose: Defines why the role exists and the value it provides to the organization.
- Scope: Defines the areas of responsibility and boundaries within which the role operates.
- Key Responsibilities: Defines the core accountabilities of the role.
- Required Competencies and Attributes: Defines the skills, experience, and attributes required to perform the role effectively.

2. PURPOSE

The President provides leadership as Chair of the Board of Directors and the Executive Committee. The President ensures effective decision-making, collaboration and inclusion, organizational coherence, and alignment of activities with CIPMM's strategic priorities. The President represents CIPMM externally, speaking on behalf of the Board.

3. SCOPE

The President operates at the governance and organizational leadership level and is responsible for:

- Chairing the Board of Directors and Executive Committee.
- Ensuring inclusive collaboration and effective decision-making at the board level.
- Maintaining visibility across executive portfolios and organizational activities
- Supporting alignment of Board priorities with ongoing initiatives
- Representing CIPMM externally with key stakeholders

The President does not act as a unilateral decision-maker but enables

collaboration, alignment, and accountability across the organization.

4. KEY RESPONSIBILITIES

The President's key responsibilities are:

- Chairs meetings of the Board of Directors and Executive Committee, ensuring focused, effective, and outcome-oriented discussions.
- Provides leadership to the Board in fulfilling its governance responsibilities.
- Facilitates alignment of Board priorities and supports collaborative resolution of strategic and governance issues.
- Ensures that Executive Committee discussions and Board deliberations are informed by alignment across the strategic pillars.
- Reinforces the role of the Executive Committee as an alignment and coordination body rather than a decision-making layer.
- Maintains visibility across executive portfolios to identify and propose areas for improved alignment.
- Ensures Board decisions are clearly articulated and supports their translation into coordinated action.
- Supports the effective functioning of the Executive Committee as a coordinating and enabling body.
- Represents CIPMM in engagements with government, partners, and the broader community.
- Monitors overall organizational performance in relation to mission and objectives and brings forward key risks or issues for Board consideration.

5. REQUIRED COMPETENCIES AND ATTRIBUTES

Governance & Leadership

- Strong understanding of governance principles and board dynamics
- Ability to facilitate effective, structured, and inclusive discussions

Strategic Thinking & Judgment

- Ability to synthesize diverse inputs into coherent direction
- Sound judgment in prioritization, escalation, and decision facilitation

Collaboration & Influence

- Builds consensus and alignment without reliance on formal authority
- Skilled at navigating differing perspectives constructively

Communication

- Clear, concise, and structured communicator
- Able to represent the organization effectively with external stakeholders

Organizational Awareness

- Maintains visibility across activities and identifies interdependencies
- Recognizes opportunities to improve alignment and coordination

Integrity & Accountability

- Demonstrates impartiality and commitment to the organization's mission
- Upholds governance standards and fosters a culture of accountability