



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

POSITION CHARTER

VICE-PRESIDENT, PARTNERSHIPS AND OUTREACH

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 Vice-President, Partnerships & Outreach is responsible for developing and sustaining strategic relationships that enhance CIPMM's reach, relevance, and ability to deliver on its mandate. The role ensures that CIPMM is effectively positioned within its community and that partnerships support program delivery, knowledge exchange, and organizational visibility.

3. SCOPE

The Vice-President, Partnerships & Outreach operates across external engagement and relationship management and is responsible for:

- Building and maintaining strategic relationships with government organizations, central agencies, and complementary associations
- Enhancing CIPMM's visibility, influence, and engagement within the procurement and materiel management community
- Identifying opportunities where partnerships can support program delivery and organizational objectives
- Maintaining visibility over external relationships to ensure alignment with CIPMM's priorities

- Supporting outreach efforts that strengthen CIPMM’s presence and connections across its stakeholder base

The role does not own program delivery but works closely with the VP Professional Development & Performance to ensure partnerships enhance the relevance and effectiveness of CIPMM’s offerings.

As a member of the Executive Committee, contributes to collective oversight of CIPMM activities and supports alignment and coherence across all strategic pillars, beyond the partnerships portfolio.

4. KEY RESPONSIBILITIES

The VP’s key responsibilities are:

- Develops and maintains relationships with key stakeholders, including government departments, central agencies, and partner organizations
- Identifies and pursues partnership opportunities that support CIPMM’s strategic priorities and program delivery
- Enhances CIPMM’s visibility and engagement within the broader professional community
- Collaborates with the VP Professional Development & Performance to align partnerships with program needs and opportunities
- Supports outreach initiatives that strengthen member engagement and organizational reach
- Maintains awareness of external trends, priorities, and developments relevant to CIPMM’s mandate
- Identifies opportunities for collaboration, knowledge sharing, and joint initiatives
- Brings forward insights, opportunities, and risks related to partnerships and external positioning to the Executive and Board
- Ensures that partnerships are aligned with CIPMM’s objectives and contribute value to the organization
- Provides visibility on partnership activities, risks, and opportunities to support Executive Committee oversight and alignment.
- Ensures that partnerships are structured and managed in a manner that preserves CIPMM’s neutrality and credibility.

5. REQUIRED COMPETENCIES AND ATTRIBUTES

Relationship Building & Stakeholder Engagement

- Ability to establish and sustain effective relationships with diverse stakeholders

- Builds trust and credibility across government and partner organizations

Strategic Awareness

- Understands the external environment and identifies opportunities aligned with CIPMM's mandate
- Recognizes how partnerships can support organizational priorities

Collaboration & Influence

- Works effectively with Executive peers to align partnerships with programs and organizational needs
- Influences without authority and builds consensus across stakeholders

Communication

- Strong interpersonal and communication skills
- Represents CIPMM effectively in external settings

Organizational Awareness

- Maintains visibility over how external relationships connect to internal priorities and activities
- Understands the interdependencies between partnerships, programs, and organizational capacity

Initiative & Opportunity Identification

- Proactively identifies opportunities for engagement, collaboration, and growth
- Takes initiative in developing and advancing partnerships

Integrity & Professionalism

- Represents CIPMM with professionalism and sound judgment
- Ensures partnerships align with the organization's values and objectives