



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

POSITION CHARTER

VICE-PRESIDENT, PEOPLE AND TALENT

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, People & Talent is responsible for ensuring that CIPMM has the capacity, engagement, and support needed to deliver on its mandate. The role focuses on attracting, aligning, and supporting Board members and volunteers so they can contribute effectively, while fostering a positive, sustainable, and collaborative organizational environment.

3. SCOPE

The Vice-President, People & Talent operates across volunteer and Board engagement and is responsible for:

- Recruitment and onboarding of Board members and volunteers
- Alignment of individuals to roles based on skills, interests, and capacity
- Supporting engagement, development, and retention of volunteers
- Promoting a positive and collaborative organizational culture
- Maintaining visibility over participation, workload distribution, and capacity

The role does not manage individuals directly but enables effective participation, alignment, and contribution across the organization.

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 people and talent portfolio.

4. KEY RESPONSIBILITIES

The VP's key responsibilities are:

- Leads recruitment efforts for Board members and volunteers, supporting a diverse and capable talent pipeline
- Supports onboarding of new Board members and volunteers to ensure clarity of roles, expectations, and ways of working
- Aligns individuals to committees and roles based on skills, interests, and organizational needs
- Monitors engagement and participation across the organization and identifies potential gaps or risks (e.g., uneven workload, disengagement)
- Supports development and mentorship of Board members and volunteers where appropriate
- Promotes a positive, inclusive, and collaborative environment that supports effective contribution
- Develops and supports recognition approaches that acknowledge the contributions of volunteers
- Works with Executive peers to ensure alignment between organizational priorities and available capacity
- Maintains visibility over overall talent capacity and brings forward risks, opportunities, and recommendations to the Executive and Board
- Provides visibility on organizational capacity, engagement, and risks to support Executive Committee oversight and alignment.
- Provides insight on organizational capacity and engagement to inform Executive Committee assessment of feasibility and alignment of initiatives.
- Advises Executive peers on capacity implications of proposed activities and priorities.

5. REQUIRED COMPETENCIES AND ATTRIBUTES

People & Talent Awareness

- Understanding of volunteer engagement, motivation, and retention
- Ability to recognize strengths, interests, and capacity in individuals

Collaboration & Relationship Building

- Builds strong working relationships across the Board and volunteer base
- Supports a collaborative and inclusive environment

Judgment & Alignment

- Ability to match individuals to roles effectively based on skills and needs
- Recognizes and addresses capacity gaps or misalignment

Communication

- Communicates expectations, roles, and opportunities clearly
- Able to engage and support individuals constructively

Organizational Awareness

- Maintains visibility over participation, workload, and engagement across the organization
- Understands how people capacity connects to delivery and priorities

Facilitation & Support

- Enables others to contribute effectively without direct authority
- Supports onboarding, development, and ongoing engagement

Integrity & Empathy

- Demonstrates respect, fairness, and professionalism in working with volunteers
- Fosters a supportive and respectful organizational culture