



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

POSITION CHARTER

VICE-PRESIDENT, PROFESSIONAL DEVELOPMENT AND PERFORMANCE

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, Professional Development & Performance is responsible for the design, delivery, and performance of CIPMM's professional development portfolio. The role ensures that programs deliver meaningful learning outcomes, align with the needs of the community, and contribute to the organization's strategic and financial objectives.

3. SCOPE

The Vice-President, Professional Development & Performance operates across the full lifecycle of CIPMM's professional development activities and is responsible for:

- Oversight of program design, development, and delivery
- Ensuring clarity and achievement of intended learning outcomes
- Monitoring and assessing program performance (participation, impact, and financial contribution)
- Aligning program offerings with community needs and organizational priorities
- Maintaining visibility over the professional development portfolio to identify

opportunities for improvement and alignment

The role owns the professional development portfolio but operates collaboratively with other executive members to ensure alignment with partnerships, resources, and organizational capacity.

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 professional development portfolio.

4. KEY RESPONSIBILITIES

The VP's key responsibilities are:

- Leads the design and development of CIPMM's professional development programs and offerings
- Ensures programs have clearly defined learning objectives and deliver intended development outcomes
- Oversees delivery of programs and supports continuous improvement based on feedback and results
- Monitors program performance, including participation levels, outcomes, and financial contribution
- Identifies opportunities to enhance, expand, or adjust programming based on community needs and performance insights
- Ensures alignment between program offerings and CIPMM's strategic priorities
- Collaborates with the VP Partnerships & Outreach to leverage relationships that enhance program delivery and relevance
- Works with the VP Corporate Management & Treasurer to ensure programs are aligned with financial capacity and sustainability
- Maintains visibility over the full program portfolio and proposes adjustments to improve coherence and effectiveness
- Brings forward insights, risks, and opportunities related to programming to the Executive and Board
- Provides visibility on program activities, risks, and performance to support Executive Committee oversight and alignment.
- Ensures professional development activities are aligned with volunteer capacity, partnerships, and financial sustainability.
- Provides regular updates on program performance, risks, and alignment considerations to the Executive Committee.

5. **REQUIRED COMPETENCIES AND ATTRIBUTES**

Program Design & Development

- Understanding of professional development and adult learning principles
- Ability to design or oversee programs with clear objectives and outcomes

Performance & Analytical Thinking

- Ability to assess program effectiveness using qualitative and quantitative information
- Uses data and feedback to inform improvements and decisions

Strategic Alignment

- Ability to connect program offerings to broader organizational priorities
- Recognizes opportunities to evolve programming in response to changing needs

Collaboration & Influence

- Works effectively across Executive portfolios to align programming with partnerships, resources, and capacity
- Engages stakeholders to enhance program relevance and impact

Communication

- Clearly articulates program objectives, outcomes, and value
- Able to present insights and recommendations to the Board and Executive

Organizational Awareness

- Maintains visibility over the full program portfolio and its interdependencies
- Understands how programming contributes to CIPMM's mission and sustainability

Adaptability & Continuous Improvement

- Open to feedback and iterative improvement of programs
- Responds constructively to changing needs and performance insights