

ATTACHMENT A
EXECUTIVE COORDINATOR
GUIDELINES FOR PRIMARY DUTIES AND RESPONSIBILITIES

As a part-time position, priority of the following tasks will be directed by the President and Board of Directors with certain items requiring greater immediate focus and others addressed as time allows.

Support the Board of Directors:

- Support the President, Executive and Board of Directors in an administrative capacity, as required, reporting directly to the President or their appointed replacement.
- Schedule conference calls, Board meetings and AGM
- Work with the IPPNWC Secretary to ensure minutes of Board meetings and the AGM are taken, distributed, and approved, with back up copies sent to the Ottawa office for the formal record.

Supporting IPPNWC Campaigns & Activities

- Keep accurate records of IPPNWC activities and provide appropriate support to Board members.
- Keep accurate records of Active Membership and their activities, providing support for Active Members with resources and references under the direction of an IPPNWC Board Member.
- Be aware of current and developing IPPNWC projects and provide support as directed by the Board. Current and possible campaigns include:
 - The International Campaign to Abolish Nuclear Weapons (ICAN),
 - the ICAN Cities Appeal,
 - The Treaty on the Prohibition of Nuclear Weapons (TPNW),
 - Annual Hiroshima/ Nagasaki Day activities
 - Bells for Peace campaign
 - Support of the UN Secretary General's call for Peace in the time of COVID-19.

Supporting Membership & Outreach:

- Work with the Accounting Team and Board to maintain a database for supporters, Active Members, donors, and volunteers, that respects personal information and complies with privacy laws.

ATTACHMENT A

- Interface with donors and supporters by email, mail or phone as appropriate, updating contact information and sharing information regarding IPPNWC projects and activities.
- Communicate with students, physicians and others who have expressed interest in volunteering. With Board direction, identify and create volunteer opportunities and track volunteer participation.
- Be familiar with the history of PGS/ CPREP and the transition to IPPNWC to ensure donors, suppliers, and contractors have continuity during a time of transition.
- Work with the Board on initiatives to maintain and develop membership and donors, including organizing informational mailings and fundraising appeals.
- Outreach to media to promote IPPNWC activities and distribute press releases created, approved, and edited by the IPPNWC Board committee and offer further edits and feedback.
- Organize and distribute a digital and/or print newsletter and assist the Board with the creation or identification of appropriate content.
- Assist the President, who is the face of the organization and will represent IPPNWC in communications and statements to the media and in communications to various government officials.

Assist with Finances:

- Work with the Accounting Team to coordinate timely payment of invoices and ensure information is provided to them to allow for accurate financial reporting.
- Ensure monthly financial reports are made available to the Treasurer and alert the Treasurer of any concerns.
- Assist the Treasurer in forecasting, assessing, and revising the budget.
- Ensure IPPNWC meets its obligations to the CRA regarding reporting and auditing, with the advice of the Accounting Team.
- Work with the Treasurer and Fund Development Committee on donor initiatives and grant applications

Governance:

- Be knowledgeable of the CRA rules for registered charities.
- Become familiar with IPPNWC articles of incorporation, constitution, bylaws and policies & procedures and advise the Board if IPPNWC continues to meet CRA charitable standards.
- Monitor Board decisions and alert them if decisions may be contrary to its bylaws.

ATTACHMENT A

Communications & External Relations:

- Respond to email inquiries in a timely manner, drafting correspondence on behalf of and jointly with the Board as appropriate
- Monitor the Ottawa office's voicemail messages
- Liaise with IT service provider on behalf of the organization
- Work with the website contractor and train on the new IPPNWC website platform for eventual contribution to its content, functionality and maintenance including population of the IPPNWC blog, calendar of events, published articles, and promotion of events.
- Act in capacity of administrator for the IPPNWC Facebook page, providing appropriate content for FB with Board approval
- Encourage IPPNWC Board & Active Member publications, i.e. in medical journals, newspapers, peace and environmental publications.

Secondary considerations re: Communication & External Relations:

- Prepare "talking points" for doctors to use when writing Op Ed pieces for newspapers or blogs based on Board direction
- Foster relationships with compatible organizations and seek opportunities to coordinate events, etc.
- Develop an educational link on the IPPNWC website with introductory information, an acronym list and resources for physicians and others interested in becoming more active.
- Establish a list of compatible organizations that actively promote elements of the IPPNWC mandate for a resource directory.