



LIFESAVING SOCIETY®
SOCIÉTÉ DE SAUVETAGE

The Lifeguarding Experts
Les experts en surveillance aquatique

Lifesaving Society Canada

Job Description

Position Title: International Relations Committee Chair

Purpose:

- Support and coordinate the international activity of the Lifesaving Society Canada (LSC).
- Lead the International Relations Committee, (IRC) according to the Board-approved Terms of Reference, policies, procedures and practices.
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- Act in the role of Lifesaving Society Canada's Director, International Life Saving Federation America's Region (ILSAM).

Reporting Relationship: The Committee Chair reports to the Lifesaving Society Canada, Board of Directors and is expected to follow all conditions as set out in the Terms of Reference.

Term of Office:

- The Committee Chair as appointed by the Board, shall be a volunteer and may not be a National or Branch employee.
- The term of office shall be four (4) years for both the IRC Chair and Lifesaving Society Canada's Director, ILSAM.
- Individuals who resign, are relieved from their position or who are deemed inactive shall be removed from the Committee.

Responsibilities:

1. Participate in an ethical and lawful manner, respecting the confidentiality of Board discussions.
2. Chair the Committee:
 - a. Establish a meeting schedule,
 - b. Coordinate the work of the Committee according to the specific responsibilities outlined in the Committee's Terms of Reference, and the IRC Chair Responsibilities and Procedures Guide.

- c. Communicate with Committee volunteers regularly, providing timely and updated information related to international activity, via online, email and in person options.
 - d. Support and provide feedback to Committee volunteers on t performance of their role.
- 3.
- 4. Provide input to IRC budget preparation and operationalize the Committee's strategic priorities within the annual budget allocation. .
- 5.
- 6. Work with the Chief Executive Officer and National office staff to support the Committee's operational plans, with particular regard to national strategic priorities and activities related to Lifesaving Society Canada's international activity.
- 7. Attend Board meetings, provide a written report to the Board, represent the Committee's interests and answer questions.
- 8. Attend other meetings of the LSC such as face-to-face meetings (including the Annual Conference and General Meeting) and strategic/priority planning meetings.
- 9. Submit a summary of Committee's accomplishments and highlights during the fiscal year for inclusion in the LSC Annual Report.
- 10. Work cooperatively and collaboratively with other Committees as necessary to implement joint initiatives or projects spanning multiple Commissions and Committees
- 11. Lead the development, implementation, monitoring and evaluation of the Lifesaving Society Canada's international strategy.
- 12. Develop and implement, in conjunction with IRC and the Board of LSC, policies, systems and structures related to Lifesaving Society Canada's international involvement and ensure same are consistent with the Mission, Vision and Values of the Lifesaving Society Canada.
- 13. Represent the LSC to the International Lifesaving Federation (ILS), the Royal Lifesaving Society Commonwealth (RLSS) and other relevant and aligned organizations, as required. Participate in virtual and in-person meetings of the ILS and RLSS.
- 14. Actively work with LSC, its Commissioners, Board of Directors and branches to leverage Canada's international positioning to the benefit of LSC, its Branches, programs and activities.
- 15. Represent and speak on behalf of the LSC, internationally, as required.
- 16. Act as an ambassador for Lifesaving Society Canada and act in the best interest of the ILS, RLSS and Lifesaving Society Canada.
- 17. Provide reports to LSC, RLSS and ILS on Lifesaving Canada activity as needed and prescribed.
- 18. Ratify all Society and Commission activity outside Canada (i.e., leadership, delivering programs, use of materials, competitions, use of Society/Branch credentials, etc.)
- 19. Ensure risk management services are provided to selected Lifesaving Society Canada international delegations.
- 20. Contribute to Board of Director-led activities, (e.g. Strategic and Business Planning, Budget Preparation, Policy Development etc.).
- 21. Review and update Board-approved IRC documents during at least once during the term of office.

International Relations Committee Chair must:

- Be a Member in good standing of the Lifesaving Society Canada.
- Have LSC national and international lifesaving knowledge and experience.
- Have demonstrated tangible achievements in past Lifesaving Society volunteer roles.
- Have demonstrated skill, technical knowledge and experience match for the role.
- Have positive inter-personal and diplomatic skills; be culturally and politically sensitive.
- Work well electronically without regular face to face contact.
- Have a willingness to participate as a volunteer throughout the term of office.
- Have a strong understanding of LSC's structure, programs, and services, including, without limitation, the provincial, national and international priorities.
- Have a strong understanding of the linkages between LSC as an organization and the various internal and external stakeholders.
- Have a strong understanding of other Commissions' and Committees' mandates generally, with emphasis on the particular Committee's specific mandate and terms of reference.
- Have demonstrated leadership, project management, collaboration, and teamwork-building skills and ability to work in a team environment.
- Able to direct, coach, and support volunteers who work with the Committee.
- Able to work with staff whose work supports the Committee.
- Able to gather input from, and work with, diverse groups and stakeholders.
- Have strong oral and written communication and presentation skills.
- Able to speak in English and French is an asset.
- Able to work cooperatively with the CEO and IRC to identify, manage, and mitigate risk associated with international activity.
- Be willing and able to travel nationally and internationally to participate in face to face meetings of the Royal Life Saving Society, the International Life Saving Federation, the International Relations Committee and with other key personnel of the LSC.