



Librarians Without Borders
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Volunteer Job Title: Co-Executive Director

Job Description (Article 10.1 of Bylaws):

The Co-Executive Directors shall be the chief executive officers of the corporation. They shall preside at all meetings of the corporation and of the board of directors. They shall have the general and active management of the affairs of the corporation. They shall see that all orders and resolutions of the board of directors are carried into effect. Each Co-Executive Director has equal authority and either can perform the duties and exercise the powers of the executive officer in the absence or disability of the other.

Primary Responsibilities:

- work collaboratively with other co-executive director
- attend and facilitate LWB Executive Officer meetings and Coordinator meetings (in-person or via teleconference)
- attend and facilitate Board of Director monthly meetings via teleconference (reporting on all activities of the corporation)
- prepare agenda for all meetings of the corporation
- review and authorize with Treasurer all expenditures
- coordinate the Annual General Meeting (AGM)
- facilitate communication between Executive team and Board of Directors
- ensure effective management of the organization, including day to day tasks of Executive Officers and Coordinators
- provide direction to, and respond promptly to all inquiries from, Executive team, Coordinators and Board of Directors
- manage LWB Co-Executive Director's e-mail correspondence
- propose and implement policies and practices
- continually support the work of the executive team and the coordinators

Qualifications:

- must be an LWB member and be passionate about our work
- ability to attend weekly meetings scheduled in Eastern Standard Time
- commitment to the organization and a willingness to devote the necessary time and effort
- ability to work effectively as a team member
- access to a computer and high-speed Internet connection
- demonstration of leadership, decision making and time-management skills

Time Commitment:

- the Co-Executive Director is expected to commit, on average, 3-5 hours per week to LWB work
- This is a one-year term, commencing the day of election at the AGM

Benefits:

- voting member of the LWB Executive team
- gain/exercise experience with operating and managing an incorporated, non-profit organization
- play a key role in developing the organization and further defining the role of Co-Executive Director
- the opportunity to make a significant impact upon the organization

To Apply:

- **Send a brief statement of interest including your qualifications (max 150 words) to exec@lwb-online.org before September 26, 2008**
- *Note:* Candidate summaries will be disseminated to the membership in the AGM package prior to the AGM and Executive Officers will be voted into office by LWB members who attend the AGM and those who have voted by proxy

Thank you for considering the donation of your time and effort in helping LWB grow to its fullest potential!