



## **CO-EXECUTIVE DIRECTOR**

### **Job Description (Article 10.1 of Bylaws):**

The Co-Executive Directors serve as the chief executive officers of the corporation, and both report to the Board of Directors. These are volunteer positions.

They shall preside at all meetings of the corporation and attend meetings 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, policies, 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 the other Co-Executive Director to effectively manage the business of the corporation
- propose, implement, and manage policies, programs, and practices in support of strategic goals
- attend and facilitate LWB Executive Team meetings (via web or teleconference)
- attend and facilitate Board of Director meetings (via web or teleconference)
- prepare agendas for and chair all meetings of the corporation
- review and authorize with Treasurer all expenditures
- coordinate the Annual General Meeting (AGM) and leads other governance work

### **Qualifications:**

- demonstration of leadership, relationship building, decision making, and time management skills
- a willingness to devote the necessary time and effort to manage the corporation
- ability to attend regularly meetings scheduled in Eastern Standard Time; preferably living in North America
- familiarity with and prior experience supporting the work of Librarians Without Borders
- ability to both build and foster teams, and serve effectively as a team member
- access to a computer and high-speed Internet connection
- comfort working in a start-up environment

### **Time Commitment:**

- expected to commit, on average, **8-10 hours per week** to LWB work
- this is a two-year term, commencing the day of election at the AGM

**Benefits:**

- voting member of the LWB Executive team
- gain experience operating and managing an incorporated, non-profit organization
- assume a key role in developing the organization
- have the opportunity to make a significant impact upon the organization
- be a part of an active community sharing similar interests to your own

**To Apply:**

- Write a statement of interest that describes what skills and qualification you will bring to help implement and act upon our organizational mission and strategic objectives (described below)
- Send your completed application package to [nominations@lwb-online.org](mailto:nominations@lwb-online.org) on or before July 17, 2015
- *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

**Who is Librarians Without Borders?**

Librarians Without Borders (LWB) is an action-oriented non-profit organization that strives to narrow the information access inequities worldwide by supporting libraries in developing regions and domestic communities. We enact our mission by collaborating with partner communities to identify their needs and then mobilize our volunteers – the core being student librarians in a service-learning model – for in-the-field development.

We are powered by student committees at the majority of graduate library and information science programs across Canada, who are coordinated by an Executive Team comprised of volunteer, professional librarians.

**What kind of projects do we support?**

Ideal partnerships for LWB are those that (1) present real, unmet needs in a community that are brought forward and executed in collaboration with members of that community, and that (2) enhance learning of student volunteers by joining classroom theory with real-world experience.

In short, we are focused on initiatives that are:

- i) Library, librarian, or information-service centric
- ii) Community-based and driven by community needs and wants
- iii) Local or international in their geographic basis
- iv) Capable of providing service learning opportunities for our student librarians