



DIRECTOR NATIONAL PROGRAMS TERMS OF REFERENCE

1. **Role:** Plan, organize, coordinate the resources, information, activities, and deliverables of the Respect Forum programme under the overall direction of the National Chair and the National Board, in collaboration with the Respect Campaign, and in conformity with VAC Veterans and Family Welfare Fund Funding Agreements.
2. **Reporting Relationship:** The Director National Programs reports to the National Chair.
3. **Tasks.** The contractor carrying out this role agrees to the following tasks:
 - a. Coordinate national planning and collaboration.
 - b. Conduct liaison and reporting with Veterans Affairs Canada.
 - c. Supervise, coordinate and administer the work of the Respect Forums team across the country through a group of Regional Coordinators.
 - d. With the assistance of the Chair and Regional Coordinators, recruit and train new Respect Forum Facilitators.
 - e. Supervise the work of the Respect Web manager and the Respect Social Media manager.
 - f. With the assistance and advice of the Technical Coordinator and in collaboration with the members of the national staff, lead the development and maintenance of the national service map and directory as well as a collaborative website.
 - g. Develop and manage the budget. Collaborate with the Respect Campaign and its president and accounting manager to manage the budget, cash flow, financial reporting, disbursements, reimbursements. The Director National Programs must work closely with the Accounting Manager to ensure the financial viability of the Respect Forum.
 - h. Coordinate production of regular (four times per year) written progress reports under terms of VAC Funding Agreements. These reports are normally written and compiled by the Academic Outreach Coordinator.
 - i. Manage Respect Forum Knowledge Mobilization activities and initiatives such as Academic Outreach, Women's Outreach and the Indigenous Advisory Circle with a view to promoting collaboration, mutual learning and assistance, and knowledge exchange at the national, regional, and provincial levels, in order to improve services, quality of life, and/or outcomes for Veterans, First Responders, and their respective families.



4. Deliverables:

- a. Regular reports and returns as specified in the Funding Agreement and as directed by the National Chair and National Board.
 - b. National service map and directory.
 - c. Agendas and notes for meetings.
 - d. VAC reports.
 - e. Budget.
5. Average Monthly Level of Effort. 60 hours paid; 15 hours in kind is expected.
 6. Hourly Fees. \$50/hour exclusive of taxes.
 7. Monthly Fees. TBC/month paid for 10 months, no activity is expected during December or July.
 8. Travel Expenses. Respect Campaign has limited resources to support travel and will reimburse travel, and other expenses in the exercise of these functions only if they are pre-approved by the Director National Programs. Travel by the Director National Programs shall be preapproved by the National Chair.
 9. Duration. 12 months, starting