



## Conscious Consumer Committee Job Description

Please review the following job description and carefully consider whether the responsibilities, structure and time commitments are the right fit for you.

<b>Title</b>	<b>Conscious Consumer Committee member (5-7 persons)</b>
<b>Description</b>	<p>The Conscious Consumer Committee members determine and contribute to the strategic planning and leadership of its project. The members work with various volunteer teams to support the implementation of the objectives and goals of the Conscious Consumer project.</p> <p>The Conscious Consumer project is an important building block of the Calgary Compact. The primary objective of the project is to develop and operate an online business directory featuring business partners' CSR initiative and information. The site also allows consumers to rate and review individual businesses based on first hand experience, providing invaluable feedback to business partners on their corporate social responsibility and sustainability (CSR/S) initiatives. The project also oversees the long-term financial viability of the Calgary Compact through evolving into a social enterprise.</p>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conducting strategic planning as it relates to:             <ul style="list-style-type: none"> <li>○ Business planning and fiscal management</li> <li>○ Volunteer management</li> <li>○ Product development and management</li> <li>○ Program implementation and delivery</li> </ul> </li> <li>• Working closely with other volunteer teams within the Calgary Compact to accomplish our objectives</li> <li>• Providing leadership, guidance and support to volunteers involved with the Conscious Consumer website:             <ul style="list-style-type: none"> <li>○ Coordinating volunteer schedules</li> <li>○ Facilitating meetings, orientations and networking opportunities</li> </ul> </li> <li>• Establishing a professional external relationship with community partners, funders, sponsors and media</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Possesses a visionary, innovative and open-minded perspective on non-profit management and mission-based programs.</li> <li>• Has confidence in communicating a vision.</li> <li>• Has leadership qualities working with a variety of people with different backgrounds.</li> <li>• Is self-motivated and passionate about CSR/S.</li> <li>• Has the self-discipline to meet goals and objectives in a dynamic environment.</li> <li>• Maintains an active interest in keeping up with current news and events in Calgary pertaining to CSR/S.</li> <li>• Has a clear understanding of community issues.</li> <li>• Experience with volunteer management, website development, product management or venture start-ups is considered an asset.</li> <li>• Has advanced computer skills in MS Word, Excel and PowerPoint.</li> <li>• Is comfortable with online sharing platforms like Google Docs.</li> <li>• Reliable daily internet access and familiarity with standard email technology.</li> </ul>

<b>Time commitment</b>	The Committee member is asked to commit to <b>one term of 1 year</b> ideally. A weekly commitment will average 2-4 hours per week.
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• The Compact's virtual structure ensures a flexible work schedule and work place; writing time can be adapted to the needs of your busy schedule.</li> <li>• Participating in ongoing skill-building opportunities offered by the Compact.</li> <li>• Enables you to champion and support aspects of sustainability and corporate social responsibility that are most interesting to you and other volunteers.</li> <li>• Empower you to influence Calgarians and advance the sustainability cause.</li> <li>• Gives you access to regular, optional learning and networking events offered by the Compact.</li> </ul>
<b>Challenges</b>	The Compact's virtual structure can reduce the amount of face-to-face interaction associated with this role. This is somewhat mitigated by social and learning events, which are hosted regularly by the Compact; however, volunteers should still be prepared to manage their own time and respect the deadline-oriented nature of the role.
<b>Training and orientation</b>	Volunteers can start immediately but would be asked to undertake a minimum two-hour orientation within seven weeks of their start date.  Ongoing training and skill building opportunities will be provided.
<b>Boundaries</b>	All volunteers must review, sign and comply with the Volunteer Code of Conduct.
<b>Supervision</b>	Board oversight and day-to-day contact: Ming Huang ( <a href="mailto:ming@calgarycompact.ca">ming@calgarycompact.ca</a> )  Note: It is expected that a member of the Conscious Consumer Committee will be designated as committee chair in the first month or so of operation. The chair will coordinate the activities of the committee and liaise with the Board of Directors.
<b>Evaluation</b>	TBD (Group will establish key performance indicators in initial meetings)
<b>Screening</b>	Candidates will be asked to provide a resume, cover letter and references that outline the reasons and motivation for applying to become a member of the Conscious Consumer Committee.