Terms of Reference

Title	CES Director, e-Institute	**Review Date**	Annually by the CES Board of Directors
Document Type	Terms of Reference: TOR-11	**Effective Date**	June 2017

1. Purpose

The purpose of the e-Institute Director is to oversee the development and operation of the e-Institute.

2. Roles and Responsibilities

a) **e-Institute Development:**

(i) Work with the ED to develop strategic and operational plans which incorporate the goals and objectives articulated in the CES Strategic Plan, as relevant to the e-Institute;

(ii) Ensure adherence to the policies, guidelines and National Board decisions pertaining to the e-Institute;

(iii) Draft e-Institute policies, review existing policies and recommend changes as appropriate;

(iv) Provide the Board with professional advice relevant to the e-Institute's development by identifying, assessing and informing the Board of internal and external issues that may affect the e-Institute and/or CES;

(v) Liaise with the ED, VP PDP and Chair, PLC to create synergies between e-Institute development and their portfolios, including the CES Professional Learning 5-year Strategic Plan; and,

(vi) Chair the e-Institute Curriculum Committee, which advises the Director on courses, course development, selection of course developers, etc.

b) **e-Institute Operation:**

(i) Outline and oversee the work of the e-Institute Project Manager, who will (for example):

- Provide management for course development, pilot testing, communications,

- Liaise with Velsoft to ensure back end functions are efficient and effective;

- Liaise with the CES secretariat to ensure appropriate systems and controls are in place (e.g., registrar functions, management of payments, etc.)

(ii) Collaborate with CES Chair of Communication & Marketing, and the Chapters to develop and market/promote the e-Institute; and

(iii) Assist the treasurer in setting an annual budget for the e-Institute.

3. Composition

The Director of the e-Institute will be appointed by the CES Board as a Director at Large in accordance with the bylaws. The term of the position will be a one-year renewable term.

4. Desirable Qualifications

a) **Education:** graduate degree in related area

b) **Experience:**

(i) Demonstrated leadership and management skills;

(ii) Background in online learning, adult learning and professional development;

(iii) Knowledgeable in the use of technology in instruction and assessment;

(iv) Membership in the CES and commitment to its mandate, to program evaluation and online learning (e.g., use of evaluation in previous work);

(v) Credentialed evaluator designation an asset; and,

(vi) Strong team player.

5. Reporting

The Director of the e-Institute reports to the Board at each Executive and National Board meeting on e-Institute operational data, successes and challenges and provides a report of activities for the CES Annual Report.