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TOR-11: CES Director, e-Institute

Title CES Director, e-Institute

Review Date Annually by the CES Board of Directors

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Purpose

The purpose of the e-Institute Director is to oversee the growth and operations of the e-Institute.

Roles and Responsibilities

1. Policies, procedures, and quality standards:

- a) Draft e-Institute policies, procedures, and quality standards, review existing policies, procedures and standards and recommend changes as appropriate.
- b) Ensure adherence to the policies, guidelines and National Board decisions pertaining to the e-Institute.
- c) Provide the Board with professional advice relevant to the e-Institute's growth and operations by identifying, assessing and informing the Board of internal and external issues that may affect the e-Institute and/or CES.
- d) Liaise with the VP PDP, PLC Chair, Chair of EDI & ES and Student and Emerging Evaluator Representative to create synergies between e-Institute growth and operations and their portfolios, including the CES Professional Learning 5-year Strategic Plan.

2. e-Institute Operations:

- a) Develop strategic and operational plans which incorporate the goals and objectives articulated in the CES Strategic Plan, as relevant to the e-Institute, in collaboration with members of the board and contractors.
- b) Chair the e-Institute Curriculum Advisory Board, which advises the Director on courses, course development, selection of course developers, etc.
- c) Oversee the management of course selection, development, pilot testing, quality assurance, translation, uploading of courses to the Velsoft learning system, and marketing of courses and the e-Institute.
- d) Liaise with Velsoft to ensure back-end functions are efficient and effective.
- e) Liaise with the CES secretariat to ensure appropriate systems and controls are in place (e.g., registrar functions, management of payments, etc.).
- f) Collaborate with CES Chair of Communication and Marketing, the Chapters, and others as appropriate to develop and market/promote the e-Institute.
- g) Assist the treasurer in setting an annual budget for the e-Institute.

- h) Maintain an operations manual.
- i) Contribute to the CES Annual Report and produce reports on sales and course uptake for the Board and Executive, as required.

3. Appointment and Term

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 three year, renewable by the Board.

4. Qualifications

- a) **Education:** graduate degree in related area and a minimum of 5 years of experience in an evaluation-related position.

- b) **Skills and Experience:**

- Demonstrated leadership and management skills.
- Background in evaluation, online learning, adult learning, instructional design, and professional development.
- Knowledgeable in the use of technology in instruction and assessment.
- Membership in the CES
- Credentialed evaluator designation is an asset.
- Strong team player.
- Bilingualism is an asset.
- CES members from Indigenous, racialized and other diverse groups are encouraged to apply.

5. Reporting

The Director of the e-Institute reports to the Board and is expected to attend all Board meetings. On occasion, the Director will be invited to attend Executive Board meetings.