

The Chartered Institute of Logistics and Transport in North America (CILTNA)

Position Information Circular

President

July 2024

1). Purpose of the Position

CILTNA's President is the passionate senior operating officer of the Institute, and a valued ex officio member of the Board of Directors and all Board committees. As such, they are full participants in the development of CILTNA's strategic, business, membership, and financial plans; and they lead, direct, monitor, and course correct the execution of those plans. They directly manage a number of major initiatives, and they actively seek out additional business opportunities. They maintain close supporting contact with the membership, the Board, committees, chapters, and officers; and they manage all day to day and administrative aspects of the Institute.

2). Position Requirements

The President will typically have held senior leadership positions in industry, government, or academia, for at least ten years. In addition, within the Institute, they will typically have been very active as a Board member, a national officer, a chapter or committee Chair or officer, or initiative leader, for at least five years. An equivalent combination of leadership experience and Institute service will be considered.

The President must be a clear and engaging communicator – verbally, in writing, and in public settings. Fluency in both of Canada's official languages will be considered a significant asset.

The President must have a passion for the art and science of logistics and transportation. They must have an extensive network of senior contacts in industry (shippers, carriers, infrastructure owners and operators), government, and academia.

A University degree or College diploma in logistics, transport, business, engineering, science, finance, public policy, or law will be considered an asset. However, experience, and stature in the industry, are generally considered more important than formal education.

3). Duties

The President must:

- Provide visionary input and support to CILTNA's Board, Board committees, and officers as they develop and update the Institute's strategic, business, membership, and financial plans;
- Lead, direct, monitor, steer, and audit the implementation of these plans;
- Work with the Board chair and committee chairs to develop forward-looking agendas for all meetings. Attend all such meetings to lead discussions and answer questions on assigned responsibilities, and to capture follow up action items.
- Maintain contact with and service the membership, via direct outreach, response to queries, focus groups, the newsletter, social media, and other channels. Offer networking opportunities to members who express interest in serving on committees or working groups.
- Directly manage all aspects of major initiatives, from planning, theme selection, speaker recruitment, pricing, marketing, execution, and post audit. Examples of such initiatives include but are not limited to Spring and Fall Outlook Conferences, professional development services, membership agreements, and event and pillar sponsorships.
- Continuously scan for, identify, recommend and pursue new opportunities to grow revenue, membership, event attendance, and general brand awareness.
- Maintain and grow an extensive professional network. Stay abreast of current developments in logistics and transport. Meld this network and this knowledge to find opportunities for CILTNA to better serve members and potential members.
- Foster, network and coordinate open communications between the Board, the membership, and external partners in government, industry, and academia;
- Manage and direct all day to day operating and administrative aspects of the Institute;
- Develop and enhance strong relationships with external entities such as government departments and agencies, logistics industry associations (for example RAC/AAR, CTA/ATA, CIFFA, FMA, SCC), ports and airports, universities and colleges, and individual supply chain participants. As appropriate, use these relationships to garner financial support such as sponsorship funding, membership agreements, event attendance, or professional development services;
- Foster a strong working relationship with the Chair, Board members, chapter chairs, officers, and initiative leaders; and
- Champion turning "contacts" into members, sponsors, event speakers, and/or professional development consumers.

4). Time Requirements

This paid position requires a time commitment of about twenty (20) hours per week when averaged over the year. There is considerable peaking during preparation and delivery of major events such as the Outlook conferences and professional development services, when time demands can be closer to forty (40) hours per week. In general, the President has considerable flexibility in assigning their own hours and workload.

Payment terms are currently a fixed monthly rate, a bonus based on delivery of objectives, and a telephone allowance. CILTNA is open to discussing alternative compensation structures.