

Stollery Women's Network Position Description: Advisory

The Stollery Women's Network (SWN) is a diverse group of supporters from backyards across Alberta, united in action with the Stollery Children's Hospital Foundation (the Foundation) to give all kids the best chance to live a long and healthy life.

Purpose of position

- Reporting to the co-chairs, advisory members are responsible for assisting in the planning, development and socialization of SWN strategic objectives

Responsibilities and duties

- Serve as a cross section representative of Foundation stakeholders/supporters
- Represent SWN in the community as ambassadors
- Provide feedback and advice on annual plan
- Provide advice on potential new initiatives
- Advise on how we can reach out to new networks to grow our Network

Qualifications

- Passion for excellence in children's health
- Advisory and strategic planning experience is considered an asset
- Excellent written and verbal communication skills
- Ability to work with a wide variety of personalities and situations
- Excellent interpersonal skills: open, approachable, tactful and politically sensitive

Expected commitment

- Attend and participate in SWN orientation session (**June/July**)
- Participate in Advisory annual planning session (**October/November**), and monthly meetings
- Attend SWN bi-annual meetings (**March**, overview of the year and key message training and **October**, six-month check-in on annual plan progress)
- Engage in and promote SWN social media platforms
- Term commitment: two years with possible one year extension
*Terms are subject to revision in the event that deliverables and/or commitments are not met
- Attend and promote SWN events
- Provide feedback and advice on an ongoing basis

Requirements

- Interview with SWN program director and two members of Advisory
- Up-to-date background check
- Age 18 and over

Training

- On-boarding process includes an orientation to the Network with the SWN program director and co-chair, hospital tour and volunteer opportunity at an upcoming event or breakfast/giving comfort program shift (when available)

Relationships & Interdependencies

- SWN co-chair – reports directly to this position; work in collaboration and alignment to fulfill Network priorities, ensure consistency in messaging
- SWN program director - work in collaboration and alignment to fulfill Network priorities, ensure consistency in messaging.
- Network - build and maintain relationships