Institute of Internal Auditors (IIA) Toronto Chapter

Job Description

Vice President of Programming

Roles and Accountabilities

The Vice President of Programming is accountable to the Chapter President. The Treasurer is responsible for organizing and managing every aspect of planned events and reporting initiatives and outcomes of events to Executive team, the Audit Committee, and the Board.

Responsibilities

As a volunteer with The Institute of Internal Auditors (IIA) Toronto Chapter, you are making a difference by taking a visible role in elevating the internal audit profession and enhancing professionalism. Your contributions to the internal audit community help create education opportunities that foster personal and professional development and positively contribute to the IIA's mission of enhancing and protecting organizational value through risk-based assurance and advisory services.

IIA Toronto Chapter is seeking a creative, motivated, and energetic individual to serve as its next Vice President, Programming. The Vice President, Programming will manage a team of co-chairs and work together with a dedicated and passionate IIA Executive Team at a time of unprecedented growth and excitement for the organization, in enabling chapters to meet their objectives and to effectively promote the professional practice of internal auditing through a full range of quality events to members. Duties include (but are not limited to) conceptualizing theme ideas, planning budgets, liaising and collaborating with IIA Head Quarter and other IIA Chapter leads across Canada, managing logistics and presenting post-event updates to the IIA Board of Governors