



CONTRACTED SERVICES

MCIE OPERATIONS AND MEMBERSHIP SERVICES

1. Board Governance

- a. Prepare, coordinate and participate in all Executive and Council meetings, including the Annual General Meeting.
- b. Report to the Executive for the provision of services and on other issues required by the Executive.
- c. Upon request from the Executive, work with the committees of MCIE and function as a resource person to help in the execution of decisions made by such committees.
- d. Between meetings of the Executive, communicate as required with the President of the MCIE or if the President is unavailable, the Vice President of the MCIE.

2. Planning

- a. Participate with the Executive in the development of the association policies.
- b. Develop and implement strategic and operational plans that move the organization towards the accomplishment of MCIE strategic goals
- c. Be aware of evolving business conditions, regulatory systems and government priorities to assist MCIE in developing programs and services for members, and position papers for distribution to interested parties.
- d. Carry out special assignments as directed by the Executive. When special assignments arise, mutually agreeable amendments may be made to Schedule 2.

3. Leadership to MCIE Programs

- a. Initiate, facilitate and evaluate activities in accordance with the strategic and operational plans and funding guidelines.
- b. For government funded projects, oversee and provide reports as specified in the agreements
- c. Maintain professional and collaborative ties with funding agencies and sponsors.
- d. Prepare proposals for projects and project funding relating to MCIE strategic goals, if required.
- e. Seek out and apply for funding opportunities.

4. Industry Communications and Public Relations

- a. Support and advise the Executive on communications issues and initiatives.
- b. On behalf of the Executive, serve as one of the spokespersons for MCIE and promote the mission, objectives, programs, and activities of MCIE through communication with the international education industry and through liaison with external organizations.
- c. Maintain external relationships with business and business associations, media, government, international education businesses and groups and their associations. This includes sharing MCIE announcements with appropriate audiences, annual visits to Manitoba associations of similar interests (i.e. MASB, Manitoba Chambers, etc.) reconnect and build upon opportunities.



- d. Oversee the regular maintenance and updates to MCIE'S website.
 - e. Plan and organize regular preparation/distribution of MCIE Member communications.
 - f. Respond to information requests from media, the general public, and members providing resource materials and referrals as needed.
- 5. Member Relations**
- a. Develop, nurture and maintains ongoing member relations and communications.
 - b. Ensure that membership dues are invoiced and collected.
 - c. Produce and distribute effective verbal and written communications with members
 - d. Recruit new members to MCIE
 - e. Oversee the accuracy of the MCIE mailing/membership records.
- 6. Business and Financial Management**
- a. Administration of all MCIE activities, including office management, personnel, projects and promotion.