



Ontario Gang Investigators Association Executive Board Vacancy **Director of Technology and Design**

The Ontario Gang Investigators Association (the Association) is seeking interested candidates to perform the duties of the Director of Technology and Design in the capacity of an Executive Board Member of the Association.

Compensation: This is a volunteer position

Commitment:

- 1 Executive Board Meeting per month, set in advance
- Volunteer at Annual Conference and other training events
- Respond to emails / phone calls to conduct association business between meetings

Requirements:

1. Must be eligible for membership through fulltime employment in a supported profession
 - Peace Officers as defined under the *Criminal Code of Canada*;
 - Special Constables under the Ontario *Police Services Act*;
 - any duly appointed auxiliary police officer;
 - civilian staff of a law enforcement agency where their primary responsibilities include a law enforcement component;
2. Must not be in conflict with the purposes of the Association

Duties of the Director of Technology and Design:

The Director of Technology and Design is responsible for the Corporation's online presence including any website and electronic membership list. This will include both the maintaining of any site as well as uploading content. This will further include close cooperation with other Directors to ensure their online presence is supported. The Director of Technology and Design shall perform all duties incident to the office and other such duties as provided by these bylaws or as may be prescribed from time to time by the board of directors.

Specifically, the Director of Technology and Design shall:

- a) perform all duties incident to the office of the Director of Technology and Design and such other duties as may be required by law, by the Articles of Incorporation, by the bylaws, or which may be assigned from time to time by the Executive Board;
- b) be responsible for the creation and maintenance of the Website, members only sections;
- c) monitor the website and any information exchange forums contained on the website for any additions that are deemed inappropriate, and will alert the President and Vice President to determine the appropriate response;
- d) receive new membership information from the Director of Membership and send invitations to new members to join the members only section in a timely manner;
- e) act as liaison to those professional partners of the Corporation in the realm of webmaster and other technology advisors;
- f) design, assist with, and/or supervise the creation and publication of any materials that impact on the use of technology and printing; and
- g) provide a concise and accurate written report of all activities within the portfolio, since the last report, at all scheduled meetings of the board of directors.

Application deadline: February 16th, 2023

How do I Apply

Please submit your expression of interest and qualification related to the duties of the position no later than February 16th, 2023 to Alan Cooke, Ontario Gang Investigators Association at executiveofficer@ongia.org