



**WORLD  
FEDERALIST  
MOVEMENT**  
- CANADA

**MOUVEMENT  
FÉDÉRALISTE  
MONDIAL**  
- CANADA

## **Job Description: Board Member**

Are you passionate about global governance and creating a more peaceful and just world? Are you looking for an opportunity to make a difference and contribute to an organization dedicated to promoting global cooperation? Look no further!

The Toronto Branch of the World Federalist Movement Canada is currently seeking enthusiastic and committed individuals like you to support our mission by volunteering for our Board of Directors and/or a committee. Each of these positions can contribute in different, but complementary, ways to the achievement of the mission of the World Federalist Movement Canada for promoting global governance for building a more peaceful, just and sustainable world.

### **Event Planning**

- Organize and coordinate events, including conferences, workshops, and seminars.
- Collaborate with other committee members to develop event themes, agendas, and logistics.
- Liaise with external partners and stakeholders to secure venues, speakers, and sponsors.
- Assist in the promotion and marketing of events through various channels.
- Organize and facilitate regular discussion group sessions on world federalism topics
- Create engaging and thought-provoking discussion prompts.
- Moderate discussions and ensure a respectful and inclusive environment.
- Collaborate with other committee members to explore new formats and platforms for discussion

### **Social Media Support and Content Curation**

- Manage and maintain social media platforms, including Facebook, Twitter, Instagram, and LinkedIn.
- Create engaging content, including posts, graphics, and videos, to increase our online presence.
- Monitor and respond to comments, messages, and inquiries on social media platforms.
- Collaborate with other committee members to develop social media campaigns and strategies.

## **Research, Education, and Advocacy**

- Conduct research on global governance, international relations, and related topics.
- Develop educational materials, articles, and resources to raise awareness about world federalism.
- Assist in the development and implementation of advocacy campaigns and initiatives.
- Collaborate with other committee members to organize public forums and discussions.

## **Administrative Support**

- Maintain accurate and up-to-date membership records.
- Process new member applications and renewals.
- Respond to member inquiries and provide support as needed.
- Collaborate with other committee members to develop strategies for membership growth and retention.
- Provide oversight and guidance on organizational administration and operations.
- Review and approve budgets, financial reports, and grant proposals.
- Participate in board meetings, contribute to decision-making, and provide strategic input.
- Collaborate with other board members to develop and implement long-term organizational goals.

## **Network Building**

- Identify and engage with potential partners and allies in the global governance and peacebuilding fields.
- Attend relevant conferences, events, and meetings to build relationships and represent the organization.
- Collaborate with other committee members to explore opportunities for collaboration and joint initiatives.
- Assist in the development of networking strategies and outreach materials.

If you are interested in any of these positions or have questions, please don't hesitate to reach out to us via email at [comms@wfmcanada.org](mailto:comms@wfmcanada.org). We welcome individuals from all backgrounds and experiences, and we believe in the power of diversity to drive positive change.

Together, let's build a better world!