

## **POSITION DESCRIPTION**

### **SENIOR VICE-PRESIDENT & CHIEF LEARNING OFFICER**

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The Senior Vice-President & Chief Learning Officer reports directly to the President, and works closely with the President, the Executive Vice-President and Chapter Administrator in the development, planning and execution of all professional development and training activities sponsored by the Chapter.

#### **General Expectations of the Senior Vice-President & Chief Learning Officer**

- Demonstrate a commitment to the Chapter's Core Purpose and Vision.
- Follow the highest ethical standards, ensuring accountability and compliance with all laws and regulations.
- Uphold and abide by the ACFE Code of Professional Ethics and all Chapter bylaws and policies.
- Exercise responsible stewardship of the Chapter and manage all compliance, regulatory, and technology issues.
- Ensure the President and the Board are kept advised of important matters.

#### **Specific Responsibilities of the Senior Vice-President & Chief Learning Officer**

- Collaborate on the strategy for and lead the execution of the Chapter's professional development curriculum and training activities, in conjunction with the Association of Certified Fraud Examiners, as appropriate.
- Lead the development and execution of cost-effective, interesting, and relevant professional development events that will assist members in achieving their annual Continuing Professional Education (CPE) credits as mandated by the Association of Certified Fraud Examiners, and create meaningful opportunities for members to network and learn from each other.
- Overall responsibility for the successful planning, execution, and evaluation for two significant professional development events each year, one of which is the Chapter's annual Fraud and Investigation Techniques (FIT) Forum.
- Lead an outreach program to institutions of higher learning in the Greater Toronto Area, with a view to expanding the professional development opportunities available to members and potentially attracting student affiliate members for the Chapter.
- Lead the development of the webinar/e-learning program with a view to developing an additional revenue stream for the Chapter while meeting the complexities of today's learning and working environments by providing access to CPE credits through mobile and desktop devices.

#### **Authority**

The Senior Vice-President & Chief Learning Officer has the necessary authority to effectively carry out the assigned general expectations and specific responsibilities, and is accountable to the Board of Directors through the President.