



A strong and active professional association, the Association of Interior REALTORS® supports its REALTOR® Members to serve consumers throughout vast and diverse locations such as the South, Central and North Okanagan, Kamloops and Kootenay regions, to South Peace River.

The Association is dedicated to providing leadership and support to its members in their pursuit of professional excellence:

- Advocating on behalf of the profession and to add value to consumers.
- Providing resources and professional development to its REALTOR® Members and
- Fostering and enforcing a high standard of quality and professionalism with its REALTOR® Members.

Through Advocacy, support, and regulation, Association of Interior REALTORS® contributes to the reasons why working with a REALTOR® is the right choice for residents navigating the real estate market.

Role Overview

The Association is seeking a dynamic and service-driven leader to join its Kelowna office as **Director, Governance & Board Relations**. This senior-level position reports directly to the Chief Executive Officer and plays a critical role in advancing the organization's governance excellence and strategic alignment.

This role plays a key function in advancing the organization's governance framework, ensuring regulatory compliance and strengthening external relationships.

Work Performed

With a focus on operational excellence, the Director, Governance & Board Relations organizes and facilitates board and committee meetings, prepares agendas and minutes, and ensures timely follow-up on decisions. This role is essential in maintaining strong governance practices, promoting transparency and accountability, and aligning administrative processes with the organization's strategic priorities.

Strategic Support & Event Management

- Provide executive-level support to the CEO, including executive and Board schedule coordination, meeting preparation, and executive communications.
- Assist in the planning and execution of strategic initiatives and special projects aligned with organizational priorities.
- Prepare reports, presentations, and briefing materials for internal and external stakeholders.
- Lead the planning and coordination of the Annual General Meeting (AGM), including compiling the annual report, developing the agenda, managing member communications, and overseeing event logistics.
- Organize and manage board-related events, retreats, and special gatherings, ensuring alignment with governance standards and organizational policies.

- Manage logistics, communications, and stakeholder engagement for executive and governance-related events and other special gatherings.

Governance & Compliance

- Develop, implement, and maintain governance frameworks, policies, and procedures.
- Ensure compliance with all regulatory, legal, and organizational requirements, including provincial and federal mandates.
- Maintain and update the Association's Policy Manual and Bylaws, ensuring alignment with board decisions and industry best practices.
- Track and report lobbying and advocacy activities in accordance with regulatory requirements.
- Monitor business processes to ensure alignment with governance standards and operational efficiency.

Board & Committee Management

- Serve as the primary liaison to the Board of Directors and its committees, including Governance, Finance, Executive, Government Relations, and CEO Performance & Succession.
- Coordinate all aspects of board and committee meetings, including scheduling, agenda development, minute-taking, and distribution of materials.
- Manage the Board portal, ensuring timely access to documents and updates.
- Organize board orientations, retreats, and other governance-related events.

Liaison & External Relations

- Act as the central point of contact between the board, executive team, and external stakeholders.
- Coordinate executive outreach efforts and manage external relations on behalf of the CEO.
- Facilitate communication and collaboration among board members, committees, and executive leadership.
- Represent the organization in external engagements, fostering strategic partnerships and community relationships.

Special Projects

- Lead and manage special projects as directed by the CEO and Board of Directors.
- Develop project plans, timelines, and contribute with budgets, ensuring alignment with strategic goals and organizational priorities.

Other duties and responsibilities as required.

Consequence of Error/Judgment

Works closely with the Board of Directors, COO, the Association of Interior REALTORS® staff, and autonomously with attention to timelines, details, and a high level of accuracy. Exercise's judgement and initiative in examining and maintaining the Association of Interior REALTORS®'s communication, based on a clear understanding of policies, and procedures. Accurately providing information is important with decision making; errors in judgment may impact the short/long term reputation and commitment of Association of Interior REALTORS®'s strategic goals

Education/Qualifications:

- Bachelor's degree in business administration, Non-profit Management, or a related accreditations in the field.
- Minimum of 5-7 years of experience in governance, compliance and non-profit administration.
- Strong understanding of nonprofit governance and regulatory requirements.
- Excellent organizational, analytical and problem-solving skills.
- Outstanding written and verbal communication abilities.
- Proven ability to manage multiple projects and priorities simultaneously.
- High level of integrity, professionalism and attention to detail.

Skills & Competencies:

- Leadership and strategic thinking
- Ability to work collaboratively with diverse stakeholders
- Proficiency in governance software and tools
- Strong financial acumen and budget management skills
- Ability to navigate complex regulatory environments

Work environment:

- Ability to operate in both in-office and remote environments.
- A vehicle is a requirement of the job as occasional travel is required of this position.
- Availability for occasional evening meetings aligned with Board and Committee schedules



JOB STATUS: FULL-TIME, Monday to Friday

HOURS OF WORK: 8:30am-4:30pm. (37.5 hours/week)

LOCATION: Kelowna head office location.

SALARY RANGE: \$84,167 to \$100,814 per annum.

BENEFITS:

Minimum of fifteen days of vacation per year

Group Benefits: Dental, Extended Health, Health Spending Account, Employee Assistance Program

RRSP Match

Paid - One week off during Holiday closure

Personal Time Off

Sick days

Work-life balance

Head office is in the beautiful city of Kelowna, surrounded by spectacular mountain scenery, filled with pristine lakes, hiking trails, orchards, vineyards, sandy beaches and amazing recreation opportunities.

Be part of a dynamic team and apply today! Submit your application to gurjitc@interiorrealtors.com

POSTING CLOSE DATE: BY 4PM on FRIDAY, AUGUST 8, 2025

The Association of Interior REALTORS® is committed to ensure every job applicant is treated equitably, fairly and with respect regarding race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status, disability.

We are committed to ensuring that the application and interview process is accessible to all applicants.

If you require any assistance or accommodations, please contact the Association at - gurjitc@interiorrealtors.com.

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.

The Association of Interior REALTORS® thanks everyone that applies, only shortlisted candidates will be contacted.