

January 5<sup>th</sup>, 2023

**Attn. Citlalli Rios, Director of Alliances**

Dear Citlalli,

Thank you for agreeing to serve Hispanotech's Members as Director in charge of the Alliances Committee for 2023.

Hispanotech aims to be Canada's leading association of professional immigrants, with the mission of helping Latin American professionals enter the Canadian job market, succeed in their careers, and give back to the community.

Being a Hispanotech Director is a privilege that entails several **responsibilities**, such as:

- Providing direction to the association as it pertains to your Committee's objectives.
- Making sure you have the resources – financial, Volunteers, equipment and software – available to your team to fulfill the expectations outlined in this Letter.
- Providing guidance to your team to perform their functions effectively and efficiently.
- Being responsive and proactively engaged in the affairs of the association, including:
  - Reviewing your Hispanotech.ca mailbox at least twice a week
  - Preparing for and participating in all Board Meetings
  - Making an effort to attend events we organize or sponsor
- Ensuring the operational continuity of your Committee and the association, by identifying and grooming your potential replacements, and making sure processes and procedures are documented and followed.
- Cooperating with the other Directors and Committees to fully leverage our capabilities and deliver a seamless experience for our Members.
- Immediately escalating to the Board of Directors any issues you become aware of that may have a negative impact on the association.
- Notifying the Board as early as possible if you feel you are, or will be, no longer able to effectively discharge your duties.

The **overall objectives** of the Committee you direct are to:

- Update and maintain our Sponsorship Prospectus, and ensure changes are promptly reflected on our website.
- Identify and maintain ties with professional, educational, community, and government organizations that may be instrumental in the delivery of our programs and services.
- Forge close relationships with corporate sponsors that support Hispanotech's mission with financial and/or in-kind contributions, including event venues, speakers, etc.
- Ensure all inquiries to Alliance's mailboxes are responded to within 3 working days.

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# Mandate Letter 2023

## Alliances

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Your additional **specific goals for 2023** are as follows:

- Enlist corporate sponsors that consistently provide us with a \$15,000/year cash budget.
- Expand collaboration with ERGs in all major consultancies and banks in the GTA.
- Strengthen partnership with OSPE, and connect with ICTC, PMI, IEEE and CIPS.
- Expand partnerships in Québec, Western and Atlantic Canada.

Please sign below to indicate your understanding and acceptance of this Mandate Letter, or immediately communicate any questions or issues to Hispanotech's President and/or Secretary.

Thanks again for your commitment to help further Hispanotech's mission.

Best regards,

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*Carlos Paz-Soldan, MBA*  
*President*  
*Hispanotech.ca*

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*Citlalli Rios*  
*Director, Alliances*  
*Hispanotech.ca*