



Pride Winnipeg Festival

Volunteer Title:	Vice-President, Operations	Position Class:	Officer
Division:	Operations	Department	N/A
Reports To:	President	Term:	3Years

Volunteer Job Description

Purpose:

Reporting to the President the Vice-President, Operations is responsible for providing governance, risk management and administrative support in order to ensure that services provided by Pride Winnipeg are provided in an effective and efficient manner.

Duties:

- Administration:
 - Responsible for overseeing all Committee meeting agendas and minutes
 - Compiles and maintains records, statistical information, and reports
 - Responsible for the organization's information and technology assets
 - Establishes and maintains various filing and records management systems
- Human Resources:
 - In tandem with the Human Resource Director, ensure the Organization is following all applicable federal, provincial and local employment laws and guidelines
 - In tandem with the Human Resource Director, ensure the organization is in compliance with the Organizations HR policies
 - In tandem with the Human Resource Director, ensure all new organization members have a SharePoint and Exchange account created for them and that new organization members receive their user login information
- Risk Management and Filings:
 - Advise Pride Winnipeg's leadership on appropriate insurance coverage for the organization and the Board of Directors
 - Monitor risk management policies and procedures to ensure that program and organizational risks are minimized
 - Responsible for filing the organization's annual return and any other necessary or required corporate filings (not including the filings for the CRA)
- Governance:
 - Responsible for taking the lead on planning the AGM and any other special general meetings
 - Responsible for managing the membership of the organization and member benefits program
 - Responsible for the establishments, revisions and maintenance of organization procedures and policies, and
 - Organizes and manages By-Law amendments and implementation

Skills/Qualifications:

The Vice-President Operations will be a seasoned and mature leader with at least 3 years of experience in providing support in the areas of administration, communication and governance to a Board of Directors and/or Senior Management

- Minimum three years' experience as an senior non-profit administrator or similar role
- Strong knowledge of secretarial and administrative procedures
- Strong knowledge of risk management practices
- Experience developing By-laws and policies
- Strong knowledge of customer service principles and practices
- The ability to meet deadlines, including production work to an agreed timetable
- Good fluency in both written and oral English
- Good professional presentation skills
- Excellent organizing and planning