



Pride Winnipeg Festival

Volunteer Title:	Vice-President of Governance	Position Class:	Officer
Division:	Operations	Department	N/A
Reports To:	President	Term:	3Years
Volunteer Job Description			
Purpose: Reporting to the President the Vice-President of Governance 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: ○ 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			



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Skills/Qualifications:

The Vice-President Operations & Implementation 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