



Governance Committee Chair

Job Description

Position: Volunteer

Program Area: Boards and Committees

Time Commitment: 1 year term, 8 hours/month

Location: Victoria West Community Centre, 521 Craigflower rd

Background:

The Victoria West Community Association (VWCA) is a not for profit community group that promotes the interests of residents of the Victoria West neighborhood. This is accomplished mainly through the many hours of volunteer work by its membership, the community, and funding support from the city of Victoria.

Authority/Responsibility:

- As a member of the board, a committee chair acts in a position of trust for the community and is responsible for the effective governance of the organization.
- A committee chair is accountable to the members of the VWCA through the Board of Directors

Term: Directors are elected by the membership at the Annual General Meeting (AGM) to serve a two-year term, and may be re-elected for additional terms.

Purpose of Position: Provide input and feedback on current community issues.

Requirements:

- Committee Members are members in good standing of the Victoria West Community Association.
- Commitment to the work of the Victoria West Community association
- Willingness to serve and actively participate on the board.
- Attendance at monthly committee meetings and the Annual General Meeting of the association.
- A minimum time commitment of 4 hours per month (includes meeting preparation time and committee meeting time).
- Knowledgeable about the activities of the committee and the willingness to support them publicly.
- Awareness of potential conflict of interest between personal and association business.
- Willingness to keep confidential issues that the board deems sensitive.
- Background/Passion in Law, Strategic Planning, Project Management, or another related field.

Position Responsibilities:

- Actively work to fulfill the mandate of the committee as given by the committee terms of reference.
- Be familiar with and adhere to governance documents and policies and procedures of the association
- Prepare for and participate in the discussions and deliberations of the committee.



- Adhere to the Victoria West Community Association Code of Conduct.

Examples of Work Assigned

- Reviews and drafts bylaw revisions.
- Develop facilitating policies and procedures for board business.
- Develops terms of reference for the board committees.
- Develops the board orientation package and an annual proposal for on-going board development opportunities, especially for new board members.
- Develop procedures for board evaluation and succession.
- Makes recommendations to the board on any actions to be taken in regards to governance.
- Work with committee chairs and associated committees in the development of policies and procedures.

Criminal Record Check Required: No

Staff Contact: Julie Bull – Volunteer Coordinator