



## **Governance & Policy Committee Member – Description of Duties**

**Job Title:** Volunteer Governance & Policy Committee Member

**Objectives:** The Governance & Policy Committee is a standing committee of the Board of Directors and is chaired by the Board President. The committee is responsible for reviewing and providing guidance for Karate Canada's governance and policy-related matters, and for making recommendations concerning governance in accordance with Karate Canada Bylaws and policies.

### **Duties and Responsibilities:**

1. Work with fellow committee members to provide direction to the Board of Directors regarding governance and policy-related items.
2. Review Bylaws and policies as required (min once per Committee mandate).
3. Provide interpretation of Bylaws and policies as required.
4. Develop and maintain a Governance Policy Manual.
5. Develop, review, update and recommend risk management strategies.
6. Ensure identical and accurate interpretation of all Bylaws and policies in both official languages.

### **Qualifications and Requirements:**

The Volunteer Governance & Policy Committee Member should have:

- Experience related to the governance of not-for-profit corporations (legal or paralegal expertise or professional experience is a strong asset)
- The ability to understand and develop policies
- Knowledge of fiduciary duties and obligations for non-profits.
- The ability to work cooperatively with other committee members
- Excellent communication skills (bilingualism is a strong asset)

- Time to dedicate to this professional volunteer opportunity (approximately 3 hours per month)
- Commitment to take on an occasional governance-related special project
- Commitment to attend regular meetings (minimum 4 meetings annually)

**Lines of Communication:**

Reports directly to the Governance & Policy Committee Chair / Board President and works closely with fellow volunteers to complete assignments and exchange ideas.

**Time Commitment:**

Approximately two to three hours per month for the length of appointment, plus additional specific assignments as needed and agreed upon.

**Duration of appointment:**

The appointment is for a period of two years.

**Application:**

All interested candidates are asked to please submit their application by email to the Committee Chair / Board President Mr. Craig Vokey, at: [craig@karatecanada.org](mailto:craig@karatecanada.org) no later than **June 20, 2021**. Please ensure to include basic information about your reasons for applying as well as about your relevant expertise and credentials. Karate Canada will contact all candidates in June or early July.