



## CIWA GOVERNANCE COMMITTEE MEMBER (VOLUNTEER)

### ABOUT CIWA

The Calgary Immigrant Women's Association (CIWA) is a large, culturally diverse settlement agency that responds to the unique concerns of immigrant and refugee women and girls and their families. Over the past 40 years CIWA has developed a wide range of innovative programs and partnerships. We are recognized as a leader in settlement services in Canada and today we operate dozens of programs including language training, job skills, childcare, and family support services.

### ROLE & RESPONSIBILITIES

CIWA's Board is supported by three volunteer committees, each made up of community members with relevant expertise. **For 2025/26, we are seeking to recruit a new Governance Committee Member.** This is a volunteer position. The successful Governance Committee Member will play a vital role in supporting the CIWA Board's governance work, which includes:

- Overseeing CIWA's bylaws, Board policies, and strategic planning framework,
- Maintaining and improving the Board's governance practices,
- Providing high-level oversight of CIWA's operations,
- Training and orientating new Board Members, and
- Promoting CIWA's values, i.e., Integrity, Equity, Inclusiveness, Innovation and Leadership.

In future years, some Committee Members may have the opportunity to move to a position on CIWA's Board of Directors. CIWA's Board of Directors recruits primarily from its volunteer committees.

The time commitment for this role is approximately 5-10 hours per month. This includes attendance at committee meetings, preparation time, and any additional tasks as needed.

### QUALIFICATIONS

- Experience in governance and/or risk management.
- Knowledge of best practices for non-profit governance and of relevant laws and regulations.
- Strong analytical and decision-making skills.
- Strong interpersonal skills.
- Strong ethics and a commitment to CIWA's values.
- Previous Board experience is considered an asset.
- Lived immigrant experience is also considered an asset (*but not a necessity*), and candidates may voluntarily disclose any such experience in their application.

### HOW & WHEN TO APPLY

Send your resume to [boardhr@ciwa-online.com](mailto:boardhr@ciwa-online.com) with a cover letter outlining your relevant experience and why you would like to volunteer with CIWA as a Governance Committee Member.

**Application deadline is March 31, 2025. Applications will be considered on a rolling basis and CIWA encourages candidates to apply early.**

*CIWA actively seeks and welcomes volunteers from diverse backgrounds. Applications are encouraged from everyone. We thank all interested candidates in advance but only those selected for an interview will be contacted.*