



CIWA Board of Directors Governance Committee Members

ABOUT CIWA

The Calgary Immigrant Women's Association (CIWA) is a large, culturally diverse settlement agency that recognizes and responds to the unique concerns of immigrant and refugee women, girls, and their families. Over the past 40 years CIWA has continually developed innovative programs, established partnerships, and has come to be recognized as a provincial and national leader in gender-specific settlement services.

CIWA seeks to develop a diverse Board that reflects a range of lived experiences, personal attributes, and expertise. Board representation must include diversity of people who are either immigrants to the country or possess lived experiences related to immigration.

RESPONSIBILITIES

We are seeking dedicated individuals to join our Governance Committee. This is a volunteer position of which committee members play a vital role in shaping governance, risk, compliance, human resources strategies and ethical standards within the organization.

Governance Committee:

- Engage in the recruitment, onboarding and offboarding of new Board Members to ensure Board effectiveness.
- Participate in Committee meetings to advance CIWA's governance practices.
- Maintain oversight of CIWA's bylaws, Board policies, and strategic planning framework.
- Provide high level oversight to CIWA's operations.
- Uphold and promote ethical standards, fostering a culture of integrity.

QUALIFICATIONS

Serving in a CIWA Committee Member role is the desired succession pathway towards a Board Director position. In serving on the elected Board of Directors to first volunteer for one year as Committee Member.

Governance Committee:

- Experience in governance, risk management, or related fields. Previous Board experience is considered an asset.
- Knowledge of relevant laws, regulations, and industry best practices.
- Strong analytical and decision-making skills.
- Strong advocacy and interpersonal skills.
- Commitment to upholding ethical standards and promoting organizational values.

TIME COMMITMENT

The expected 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.

HOW TO APPLY

Candidates' resume and cover letter can be sent via email to boardhr@ciwa-online.com. The cover letter should indicate the following:

- Relevant experience and motivation for joining the CIWA Board Governance Committee

- Voluntary self-disclosure if they are an immigrant to Canada or possess lived experiences in effort to promote Board representation.
- **DEADLINE FOR APPLICATION**

Please submit your application to boardhr@ciwa-online.com no later than **March 15, 2024**.

The Calgary Immigrant Women's Association is an equal opportunity employer and actively seeks candidates from diverse backgrounds. We thank all interested candidates in advance but only those selected for an interview will be contacted