

GOVERNANCE COMMITTEE RECRUITMENT

What we can offer you

- ▽ Opportunity to give back to your community
- ▽ Experience working on an not-for-profit committee
- ▽ Networking opportunities
- ▽ The chance to enhance and grow your knowledge and experience

Recruitment Process

Interested candidates are asked to submit a resume, cover letter, and two references. Your application package should be addressed to Susan Sarrasin, Chair, Human Resources Committee, and submitted via email to board@christmasbureau.ca

For additional information about the Christmas Bureau of Edmonton, please contact Adam Zawadiuk, Executive Director by email at adamz@christmasbureau.ca or by phone at 780-414-7685.

christmasbureau.ca

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Mandate: To provide a festive meal and coordination of Christmas giving to Edmontonians in need.

A volunteer driven charity, non-denominational and accessible to all Edmontonians in need, the Christmas Bureau provides festive meals to Edmontonians in need and teen gift cards to Edmonton teens age 13 to 17. The Christmas Bureau also coordinates Christmas services in partnership with various charitable organizations

The **Governance Committee** is a standing committee reporting to the Board. Reporting via the Governance Committee Chair, the Committee assists the Board to that the board fulfills its legal, ethical and functional responsibilities by:

- Overseeing compliance with governance principles, culture and ethical values, and legal issues
- Developing and advising the Board on strategic issues and priorities
- Overseeing the risk register and recommending risk mitigation strategies
- Regularly reviewing the performance of the board as a whole and evaluating the contribution of individual members
- Regularly reviewing the performance of Board standing, ad-hoc, and operational committees
- Facilitating the development and regular review of the Christmas Bureau Bylaw, governance policies and procedures

Who Should Apply? Candidates who can demonstrate their interest in:

- Supporting the Christmas Bureau's mission, values and guiding principles
- Bringing a diverse knowledge, experience and cultural base
- Committing time for Governance Committee duties and related activities
- Bringing governance, strategic planning and risk assessment/mitigation knowledge and expertise to the Committee table
- Volunteering for an average of 4 hours per month

Experience in any of the following areas would be an asset:

- Not for profit board governance knowledge and expertise including board and committee evaluation
- Risk management and mitigation experience
- Experience in engagement of stakeholders for the development of strategic plans Policy development expertise
- Knowledge of not-for-profit bylaws, Alberta Societies Act, CRA regulations, and understanding of compliance requirements
- Legal background would be a benefit

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