



GOVERNANCE COMMITTEE

OUR STORY

Since 1940, the Christmas Bureau has been providing holiday meals (and joy) to Edmontonians in need. Rooted in community and compassion, our organization is connected to over 100 social service agencies, community partnerships, and 800+ volunteers to bring together three Christmas-giving programs: our Festive Food Hamper Program, the Adopt-A-Teen Program, and 630 CHED's Santas Anonymous Toy Program.

Operational all year long, our purpose is simple: *to give joy to others. It is greater than one meal. One act of kindness can impact someone for a lifetime.*

THE COMMITTEE

The Governance Committee is a standing committee reporting to the Board. The Committee assists the Board to fulfill 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
- 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

THE ROLE

Successful candidates will be able to demonstrate the following:

- Supporting the Christmas Bureau's mission, values, and purpose
- Diverse knowledge and cultural understanding of marginalized communities
- Time for all committee duties and related activities (3-4 hours per month), including 8 hours of volunteer work within a calendar year

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

- Not-for-profit board governance knowledge and expertise
- Risk management, mitigation, and legal
- Experience in the 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



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WHAT'S IN IT FOR ME?

- Opportunity to give back to the community, including seniors, families, and youth
- Leadership and mentorship opportunities
- Pathway to the Board of Directors
- Not-for-profit experience
- Networking and collaborating opportunities
- Fun events (and dedicated people)

NEXT STEPS

We encourage all applicants from diverse backgrounds and levels to apply, including students. Interested candidates are required to submit a resume highlighting your experience and a cover letter expressing interest.

Your application package should include:

- Cover letter outlining your interest in serving on the Governance Committee
- Resume
- Two references

Please submit your application package via email to:

- Susan Sarrasin, Human Resource Committee Chair
- Email: mail@christmasbureau.ca
- Subject line: CBE Governance Committee

For additional information, please contact Adam Zawadiuk, Executive Director by email at adamz@christmasbureau.ca or by phone at 780-414-7682. For more information about the Christmas Bureau of Edmonton, visit us at christmasbureau.ca

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