



BRIDGES
FOR WOMEN SOCIETY

219 – 645 Fort Street, Victoria, BC V8W 1G2

tel: (250) 385-7410

fax: (250) 385-7459

email: info@bridgesforwomen.ca

website: www.bridgesforwomen.ca

Volunteer Posting – Board of Directors – Co-Chairs

Position Board Member

Impact Statement Our aim: To see all of the women who come to us enter the workforce as financially independent, self-sufficient members of the labour market, free from the impacts of trauma and abuse that previously held them back.

Description We are looking for 2 board members for the roles of Co-Chairs. We are seeking diverse representation, including but not limited to First Nations, Métis and Inuit, Black people, Persons of Colour, and persons with (dis)Abilities. Applicants with the following experience and skills are strongly encouraged to apply:

- Legal
- Privacy
- Communications
- Real Estate
- Strategic orientation
- Diversity, Equity and Inclusion awareness, expertise and/or Lived Experience from former Bridges clients
- Facilitation and meeting chairing experience and skills
- Previous board experience

Primary Duties of Co-Chairs:

The co-chairs will, in consultation with one another, decide on how best to share and divide their responsibilities in respect to:

- (1) Leading the Board
 - a. Understand the legal and ethical roles and responsibilities of the board of directors and model them
 - b. Proactively seek ways to stay informed, keep the board informed, and take timely action in the mission's best interest
 - c. Propose policies and procedures to ensure sustainability and ongoing success
 - d. Ensure that structures and procedures are in place for effective recruitment and onboarding of new board members
 - e. Engage the board, staff, and stakeholders in strategic planning processes
- (2) Facilitating meetings
 - a. Chair board meetings and other meetings (i.e. AGM, In Camera, General and Special Membership meetings)
 - b. Set the agenda for monthly board meetings in consultation with Executive Director and board secretary
- (3) Ensuring Accountability
 - a. Conduct regular board and Executive Director performance reviews

Recipient of the 2017 Royal Roads Chancellor's Community Recognition Award



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- b. Provide oversight reviews to ensure the organization is adhering to all approved policies and procedures
 - c. Based on the results of each assessment, ensure that leadership addresses barriers and builds on strengths
- (4) Supporting and Supervising the Executive Director
- a. Serve as the primary liaison between the board and the executive director
 - b. Meet regularly with the ED
 - c. Ensure clarity of job expectations
 - d. Conduct ED performance reviews
 - e. Serve as a sounding board and support system for the ED
 - f. Request feedback from the ED regarding board engagement
 - g. Provide signing authority for payments over \$3000

Training Details We will provide any necessary background on our mission and programs, as well as a Board training package.

Working Conditions We meet virtually but may move to in-person meetings at our downtown office as the pandemic wanes.

Minimum Duration 2 years

Timing Evenings

Time Detail Evening Board meetings every month, plus additional meetings for committees and project teams. Outside that, 4-8 hours per month according to your own schedule for committee tasks.

Age N/A

Ideal for An Individual

Transportation On a bus route, fully remote possible

Accessibility Wheelchair accessible, fully remote possible

Area(s) of Interest Women

Skill(s) Legal, Governance, Leadership, Privacy, Communication, Real Estate
Send inquiries to volunteer@bridgesforwomen.ca