

## **Pride at Work Canada Board of Directors Call for Applications – Due Monday, October 23, 2017**

### **What is Pride at Work Canada?**

Pride at Work Canada was founded in 2008 by a group of dedicated individuals who wanted to improve the climate of inclusiveness for lesbian, gay, bisexual and trans (LGBT) employees in Canadian workplaces. An important first step of the organization was to put the case for LGBT inclusion on the mainstream business agenda. Starting with the support of just a few employers, Pride at Work Canada developed a vision: a nation where LGBT Canadians can achieve their full potential at Work. Our network has now grown to include dozens of National and Regional Partners, employers that have made a strong commitment to fostering environments that are more inclusive of LGBT Canadians.

As a volunteer-led, not-for-profit organization, a Board of Directors, consisting of volunteers from across the country, governs the work of Pride at Work Canada. A staff team, based in Toronto and Montreal, carry out the work of the organization, working closely with various committees and third-party organizations to execute programs across Canada.

### **Board Structure and Function**

Members of Pride at Work Canada's Board of Directors are elected from amongst the corporate partners/members that make up the organization. The role of the Board is to govern the organization and oversee its activities. This means that members of the Board focus on the strategic and overall activities of Pride at Work Canada, not the day-to-day operations. Operational activities are the responsibility of the Executive Director, who reports to the Board of Directors.

### **Functions of the Pride at Work Canada Board of Directors**

- Board members must participate in the trustee function of the Board (i.e. be legally responsible for Pride at Work Canada, enter into contracts, protect the value of assets, be accountable when things go wrong).
- Board members must participate in the community leader function of the Board (i.e. work alongside other agencies and community organizations; take the concerns of these stakeholders into account and work with corporate Partners, etc.).
- Board members must participate in the Director function of the Board (i.e. developing and updating a vision statement; focusing on results; monitoring operations; setting policies and standards; ensuring resources are available; strategic planning and oversight of core operations).

### Commitment of Directors (PLEASE REVIEW CAREFULLY)

- Be committed to Pride at Work Canada's mission, values and principles.
- Attend meetings – Board meetings are usually held once per month on a weekday evening (EST). All Directors must give advance notice if they are unavailable or will be late.
- Be informed – Directors receive a package of background reading for each board meeting a few days prior to taking place.
- Avoid and/or declare conflicts of interest – Directors must declare when they or their employer may benefit personally or professionally in a way that is not common to the rest of the Board because of a decision made by the Board. For instance: if a Director is employed in an LGBT diversity role, holds another position in another similar company or not-for-profit organization, or you're their job involves a substantial focus on sales/business development. Please review the **Directors Conflict of Interest Statement**, which all Directors are required to sign and abide by.
- Share responsibility for Board decisions and the Board's process – participate in all Board committees, respect the chair and respect the decisions of the group, event when there is personal disagreement with the majority.
- Come ready to enter the discussion and make decisions - do not be afraid to ask questions that may be interpreted as frivolous or "silly".
- Exercise one's own judgment – rely on appropriate professional advice or expertise of the Executive Director and staff but do not follow it blindly.
- Maintain confidentiality – strict confidentiality must be kept about personal information about Board business, particularly employees and any legal proceedings that the Board may be involved with.
- Be loyal to the Board – speaking publicly against a Board decision or against another Director weakens the Board and inhibits its ability to function as an effective group. Directors are expected to air views frankly at Board meetings and try to resolve any differences of opinion there.

**Pride at Work Canada is seeking applications for the following vacancies/roles up for election:**

Position	Primary Accountability	Requirements
Chair (1 open position)	This role is responsible for leading the Board of Directors in strategic dialogue to ensure Pride at Work Canada continues to deliver superior events, programming and resources that support our Partners in creating more inclusive workplaces for their LGBT employees while maintaining sound governance. Additionally, the Chair acts as the direct performance manager for the Executive Director.	No formal designation, Executive/board or equivalent experience with preferable with Pride at Work Canada's Board or another LGBT non-profit.  5+ years leading teams/managing performance  Can commit to a minimum of 2 hour per week
Director of National Strategy (1 open position)	The Director of National Strategy is responsible for the effective application of Pride at Work Canada's efforts across as many regions of the country as possible with a reporting responsibility to the Executive Committee.	No formal designation, Executive/board or equivalent experience with preferable with Pride at Work Canada's Board or another LGBT non-profit.  Can commit to a minimum of 1 hour per week
Ontario Lead (1 open position)	This role has accountability for providing local market insights in addition to oversight of regional operations and execution of Pride at Work Canada's strategy within the province of Ontario.	Must be a primary resident of Ontario  Executive/board or equivalent experience preferred  Can commit to a minimum of 1 hour per week
Quebec Lead (1 open position)	This role has accountability for providing local market insights in addition to oversight of regional operations and execution of Pride at Work Canada's strategy within the province of Quebec	Must be a primary resident of Quebec  Executive/board or equivalent experience preferred  Can commit to a minimum of 1 hour per week
Prairies Lead (2 open position)	This role has accountability for providing local market insights in addition to oversight of regional operations and execution of	Must be a primary resident of Manitoba, Saskatchewan, or Alberta.

	Pride at Work Canada's strategy within the provinces of Manitoba, Saskatchewan and Alberta.	<p>Executive/board or equivalent experience preferred</p> <p>Can commit to a minimum of 1 hour per week</p>
Atlantic Lead (1 open position)	This role has accountability for providing local market insights in addition to oversight of regional operations and execution of Pride at Work Canada's strategy within the provinces of Nova Scotia, Newfoundland, Prince Edward Island, and New Brunswick.	<p>Must be a primary resident of Nova Scotia, Newfoundland, Prince Edward Island, or New Brunswick.</p> <p>Executive/board or equivalent experience preferred</p> <p>Can commit to a minimum of 1 hour per week</p>

### To Submit an Application

To be considered as a candidate for the Board of Directors, please submit your application to Nicole Culp, Administrative Coordinator at [nicole.culp@prideatwork.ca](mailto:nicole.culp@prideatwork.ca) no later than 5:00pm EST on Monday, October 23, 2017.

Applications should include the following:

- An up to date CV
- A cover letter
- A brief bio (max. 200 words)
- Your professional headshot (optional)
- LinkedIn profile link (optional)

Please ensure that the following information is provided in the cover letter:

- For which position(s) you would like to be considered
- Evidence/explanation that you meet the requirements of the position(s) for which you would like to be considered
- Why you want to be a member of the Board of Directors of Pride at Work Canada

**IMPORTANT:** Please note that the bio (max. 200 words) is what will be shared with voting representatives – ensure that it includes details of your qualifications for the board.

Pride at Work Canada values diversity and strongly encourages applications from people of all sexual orientations and gender identities, members of visible minority communities, Aboriginal peoples, and people with disabilities.

### Application Review

After you have submitted your application, the Board Recruitment Committee which is made up of current Directors will review applications. The committee will propose a slate of candidates for members to vote on during the AGM. Please note however, any individual not on the proposed slate will still be presented as a candidate for elections.