



HR & Governance Committee Member Description

About It Gets Better Canada:

It Gets Better Canada (IGBC) connects young 2SLGBTQ+ people with the global 2SLGBTQ+ community by providing access to uplifting and inspiring stories of hope, resilience, and determination, as told by members of the 2SLGBTQ+ community and their allies.

Term & Time Commitment:

Two-year term, approximately 4-6 hours a month, including but not limited to, preparing for and attending committee meetings, and reviewing materials for comment (e.g. draft policies, bylaws). The amount of time expected of committee members will vary depending on the circumstances.

Members are expected to:

- Attend all committee meetings and actively participate in discussions.
- Prepare for meetings by reviewing relevant documents and reports in advance.
- Maintain confidentiality regarding sensitive information.

Position Summary:

We are looking to invite passionate, creative, committed and driven people to join our HR & Governance Committee on a voluntary basis by sharing their professional, creative and/or lived experience and advice.

The HR & Governance Committee plays a critical role in overseeing IGBC's board and committee membership requirements; developing board and committee recruitment criteria; seeking and vetting board and committee candidates; nominating board and committee candidates; succession planning; governance and transparency; board effectiveness; and HR oversight.

Duties:

As a member of the HR & Governance Committee, responsibilities include:

- Annual reviews, including:
 - Lead an annual anonymous demographic representation survey of the current board.

IT GETS BETTER[®] CANADA

- Review and report to the board annually regarding the status of IGBC's legal objects/purposes. The Committee will confirm if the objects are up-to-date and relevant for IGBC's current allowable charity work.
 - Lead an annual board evaluation process of the collective board performance, committee performance, board structure & composition, and board/committee meeting effectiveness.
 - Enact strategies to address any gaps, barriers or challenges identified during the annual board evaluation.
-
- Nominations of board, committee and ambassador members:
 - Define short and long-term director recruitment priorities (including consideration of skills/expertise, economic/social status, accessibility, equity-deserving groups, geographical location and inclusive 2SLGBTQ+ representation) and report recommendations to the board.
 - Lead board recruitment and selection processes, ensuring diverse representation. The board must first approve the Committee's recommended nominees prior to their election by the IGBC membership.
 - Lead ambassador and committee recruitment and selection in collaboration with the Executive Director and develop and implement onboarding processes for new ambassadors and committee members. Committee members must be first approved by the board, but the Committee only needs to report to the board on the ambassador selection process.
 - Develop and implement onboarding processes for new board members.
 - Manage board succession planning, ensuing a pipeline for future leadership.
-
- Human Resources:
 - Support the recruitment, performance evaluation (prior to the ED's June 1 work anniversary) and succession planning of the Executive Director. Feedback will be solicited from the Executive Committee, other committee chairs, and additional board directors to conduct the annual performance evaluation of the Executive Director.
 - Provide support for staff-related policies (e.g., compensation, benefits, succession planning) developed by management.

IT GETS BETTER[®] CANADA

- Other:
 - Ensure long term retention of diverse board representation through various means, including but not limited to: creating a welcoming and supportive environment for all members, maintaining a reputation of equity and inclusion through actions, and by proactively building inclusive spaces.
 - Guide and advise the board and other committees on how best to facilitate the retention of diverse member representation through such methods as capacity building/training opportunities, offering resources, and using metrics to identify opportunities and gaps.
 - Review and amend IGBC's bylaws as needed (for board and IGBC membership approval), at least once every five years.
 - Provide best practices to the board regarding IGBC's adherence to bylaws and governance policies.
 - Ensure that all IGBC's policies align with its strategic objectives and values, including diversity, equity, inclusion, anti-oppression and decolonization.
 - Keep informed about specific issues that are especially relevant to the Committee's scope of responsibilities in compliance with regulatory and legal entities, including the Charities Directorate of the Canada Revenue Agency, Income Tax Act, Employment Standards Act and Canada Not-For-Profit Corporations Act and Regulations.
 - Manage the assessment and mitigation plan for specific risks that may be delegated to the Committee by the Finance and Risk Committee (e.g. governance risks).
 - Complete an annual review of the relevant sections (pertaining to the Committee's scope of responsibilities) of the Canadian Charity Legal Checklist provided by Mark Blumberg. The Finance & Risk Committee will identify the relevant sections of the Checklist for this Committee.

Desired Qualifications:

Please note, if you don't think you meet all the requirements, we would still welcome you to apply.

- Reside in western or northern regions (BC, Alberta, Saskatchewan, Manitoba, Yukon, Nunavut, Northwest Territories) or Quebec, the Maritimes, Newfoundland and Labrador

IT GETS BETTER[®] CANADA

- Belong to equity-deserving communities (including racialized, Black and Indigenous persons, persons with disabilities/disabled people, persons with previous or current lived experience of low socioeconomic status, and persons of all sexual orientations and gender identities/expressions (including trans, non-binary, intersex, and Two-Spirit folk)
- Professional and/or other lived experience in HR (Human Resources), recruitment & succession planning, DEI (Diversity, Equity and Inclusion) training, legal, governance, and/or regulatory compliance
- Prior board experience or working in charitable organizations is preferred but not essential
- Shares the values of It Gets Better Canada