



The Institute for International Women's Rights - Manitoba Nominating Committee is looking for applicants for the 2020-21 Board of Directors and Officers. Please note, Directors and Officers must be individuals, 18 years of age, with power under law to contract. Directors and Officers must be members of IIWR-MB at the time of the Annual Meeting. They shall be elected for a term of one (1) year by the members at the upcoming annual meeting of members. The Annual Meeting will be March 3, 2020, 7:00 pm, at the First Universalist Unitarian Church, 603 Wellington Cres., Winnipeg.

If any of the below positions interest you, **please send along a resume and a cover letter to info@iiwrmb.ca by January 25th, 2019**. All positions required will be listed first, followed by a detailed job description below. We thank everyone for their interest, and we will advise you of the results.

Available Positions:

1. Co-Chairs, individual or group submission will be accepted. If applying as a group, please indicate why your partnership would be a benefit to the institute.
2. Vice-President for administration and recruitment.
3. Vice-President for youth and local initiatives.
4. Vice-President for diversity and international initiatives.
5. Treasurer.
6. Secretary.
7. Co-Chairs of Advocacy, individual or group submission will be accepted. If applying as a group, please indicate why your partnership would be a benefit to the institute.
8. Communications Chair, individual or group (max. 2 people) submission will be accepted. If applying as a group, please indicate why your partnership would be a benefit to the institute.

Description of Positions

Officers

1. **Co-Chairs**, individual or group submission will be accepted. If applying as a group, please indicate why your partnership would be a benefit to the institute.

A shared responsibility to alternate in presiding at all meetings of the corporation and of the board of directors, on a schedule as agreed between them. One co-president shall

accept responsibility for the general and active management of the affairs of the corporation. The other co-president shall take primary responsibility in seeing that all orders and resolutions of the board of directors are carried into effect. The co-presidents share in leading fund-raising initiatives for the corporation.

2. The Vice-President for administration and recruitment.

The Vice-President shall concentrate on growing the membership and reach of the corporation and, in the absence or disability of the president or co-presidents, as the case may be, perform the duties and exercise the powers of the president or co-presidents, as the case may be, and shall perform such other duties as shall from time to time be imposed upon her by the board of directors.

3. The Vice-President for youth and local initiatives

The Vice-President shall work in cooperation with other officers by concentrating on recruiting youth members and leading in the development of programming relevant to youth in a wide range of Winnipeg and Manitoba communities, and perform such other duties as may from time to time be directed by the board of directors.

4. The Vice-President for diversity and international initiatives

The Vice-President shall work in cooperation with other officers by concentrating on recruiting members from diverse communities in Manitoba, including those of indigenous and newcomer origins and people with a wide range of physical and developmental abilities, as well as leading in the development of programming, and perform such other duties as may from time to time be directed by the board of directors. A subcommittee, reporting to the VP Diversity may be considered, with a focus on issues relevant to the UN, such as the Annual Meeting of the Commission on the Status of Women.

5. Treasurer

The treasurer shall have the custody of the funds and securities of the corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the corporation in the books belonging to the corporation and shall deposit all monies, securities and other valuable effects in the name and to the credit of the corporation in such chartered bank of trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the board of directors from time to time. She shall disburse the funds of the corporation as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the president or co-presidents, as the case may be, and directors at the regular meeting of the board of directors, or whenever they may require it, an accounting of all the transactions and a

statement of the financial position, of the corporation. She shall also perform such other duties as may from time to time be directed by the board of directors.

6. **Secretary**

The Secretary may be empowered by the board of directors, upon resolution of the board of directors, to carry out affairs of the corporation generally under the supervision of the officers thereof and shall attend all meetings and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. She shall give or cause to be given notice of all meetings of the members and of the board of directors, and shall perform such other duties as may be prescribed by the board of directors or president or co-presidents, as the case may be, under whose supervision he shall be. She shall be the custodian of the seal of the corporation, which he shall deliver only when authorized by a resolution of the board of directors to do so and to such person or persons as may be named in the resolution.

Committee Co-Chairs

7. **Co-Chairs of Advocacy**, individual or group submission will be accepted. If applying as a group, please indicate why your partnership would be a benefit to the institute.

The Co-Chairs are the leads for the advocacy committee. As such they are in charge of coordinating, initiating, and executing advocacy events and actions. The Advocacy Co-Chairs review each initiative, facilitate discussion amongst committee members, and organize how best to act to bring awareness or action to a specific issue. They act as an advisor to the IIWR-MB Board on advocacy initiatives and actions and what form is seen to be best for that action. The Committee also initiates actions after conducted research independently or in partnership with other concerned organizations resulting in petitions and letters of support, approaches to government, media connections and other effective tools to create public awareness and appeal for change. The committee operates within a nonviolent social change and feminist intersectional framework as its guiding principles of action.

8. **Communications Chair**, individual or group (max. 2 people) submission will be accepted. If applying as a group, please indicate why your partnership would be a benefit to the institute.

This new Board position will coordinate communication needs of the organization, both internal and external. Social media platforms, the IIWR-MB web site, as well as written news items and information sharing to members and the broader community will be the focus. Media releases and Opinion pieces may be considered.

Nominating Committee: Mary Scott; Anita Neville, Micaela Crighton