



Director of Governance

We're looking for a Director of Governance to join our dynamic team! In this role, you will be responsible for overseeing the Corporation's governance matters: insurance, records, government filings, and minute book.

About Pflag:

Pflag is York Region's LGBTQ2 support, resource and education network. We are a 100% volunteer-led organization that services one of the fastest growing and multicultural regions nationwide. Every day, our compassionate volunteers are contacted by people from all walks of life who have questions or concerns about sexual orientation or gender identity. We are there for those in need when it seems no one else is, making sure no phone call goes unanswered, and no hand goes unheld.

Reports to:

Chair of the Board (President) and Vice President

Time Commitment:

- Performing Governance responsibilities (1-5 hours, at home, monthly)
- Board of Directors meeting (3 hours, in-person, once a month)
- Support meeting (2 hours, in-person, once a month)
- Special events (Charity gala, Annual General Meeting, Pride, etc.)

Compensation:

This volunteer position provides great exposure and professional development opportunities, while giving back to the community.

Things You'll be Responsible for:

- Acting as a liaison with the Insurance broker/company
- Ensuring that the Corporation maintains the appropriate insurance coverage and responsible for obtaining the necessary certifications for events/permits
- Organizing the minute book
- Ensuring that the records of the organization are complete and accurate
- Working with the Treasurer to collect the information necessary to complete any regulatory filings (CRA)
- Providing advice to the Board with respect to interpretation of the bylaws

Qualifications & Requirements:

- Legal background is an asset (not required)
- Reliable, tenacious and innovative
- Excellent people skills
- Strong understanding of LGBTQ2 identities and issues
- At least 18 years of age
- Cannot hold status of bankrupt



Some of the Perks:

- Helping those in need
- Meeting new people
- It's more rewarding than any paycheque

Term:

The Director of Governance will serve 15 months on the Pflag Board of Directors for the first term.

How to Apply:

Please send your résumé to president@pflagyork.ca. If selected, a [Vulnerable Sector Check](#) will be required.

