

VOLUNTEER POSITION JOB DESCRIPTION



LSPIRG COMMITTEE MEMBER

Purpose: Committee members are responsible for oversight of LSPIRG's activities on a grassroots level. LSPIRG members are eligible to join one of four active committees: Governance, Finance, Community Relations & Fundraising, and Human Resources.

Location: LSPIRG office, 165 Albert St. 3rd Floor

Key Responsibilities:

- Monthly meetings in-person
- Open and regular communication with other committee members via e-mail
- **Governance Committee** - The Governance Committee fulfills "the quality control assurance" for the Board. In general the Governance Committee ensures that the Board is following and adhering to the bylaws of LSPIRG, its established best practices with respect to governance, and is achieving the Board's objectives as identified in the Board's work plan.
- **Finance Committee** - The purpose of this committee is to review all financial activity of the organization (monthly reports & annual audit) and to create its operating budget.
- **Community Relations & Fundraising Committee** - This committee is responsible for building relationships with the wider Laurier community and conducting fund-raising activities supplement resources.
- **Human Resources Committee** - This committee will revolve around guaranteeing efficiency and that all proper practices are taken in terms of hiring, evaluating and if needed, letting go of staff members.

Reports to: Administration & Development Director/ Board of Directors

Time Commitment: 1-2 hours per month for at least 1 year

Qualifications: Must be prepared to work as part of a team, excellent written and oral communication skills, time management, leadership experience, experience with committees and Roberts' Rules of Order considered an asset, but not mandatory.

Support: All volunteers receive orientation including anti-oppression training. Committee members will also receive committee orientation from their respective committee chair.