



JOB DESCRIPTION

Position Title

Director of Governance

Reporting To

President of the Board

Location

Calgary, Alberta

Hours per month

6-8 hours

ABOUT

Imagine Cities is a nonprofit organization devoted to making cities better. Better for the people in them. Better for the planet. Right now, and in the future. We focus on curating and sharing interdisciplinary research on cities to inspire innovators to push the envelopes of tired and typical approaches to solving city problems.

POSITION SUMMARY

The Director of Governance is responsible for overseeing 5 key areas of the organization to ensure the quality and future viability of the Board of Directors. This includes roles and responsibilities, composition, knowledge, effectiveness, and leadership. As the lead for Governance, you will be responsible for strategic leadership as you create the processes for decision-making and implementation to advance the organization's stated objectives, mission and vision.

DUTIES & RESPONSIBILITIES

- Leads the board in regularly reviewing and updating the board's statement of its roles and areas of responsibility, and what is expected of individual board members.
- Assists the board in periodically updating and clarifying the primary areas of focus for the board, shapes the board's agenda for the next year or two - based on the strategic plan.
- Leads in assessing current and anticipated needs related to board composition, determining the knowledge, attributes, skills, abilities, influence, and access to

resources the board will need to consider in order to accomplish future work of the board.

- Develops a profile of the board as it should evolve over time.
- In cooperation with the board chair, contacts each board member to assess his or her continuing interest in board membership and term of service and works with each board member to identify the appropriate role he or she might assume on behalf of the organization.
- Designs and oversees a process of board orientation, including gathering information prior to election as board member and information needed during the early stage of board service.
- Designs and implements an ongoing program of board information and education.
- Initiates periodic assessment of the board's performance. Proposes, as appropriate, changes in board structure and operations.
- Provides ongoing counsel to the board President and other board leaders on steps they might take to enhance board effectiveness.
- Regularly reviews the board's practices regarding member participation, conflict of interest, etc., and suggests improvements as needed.
- Periodically reviews and updates the board's policy guidelines and practices.
- Takes the lead in succession planning, taking steps to recruit and prepare future board members.

QUALIFICATIONS

- Graduated or enrolled in a University degree or community college diploma program
- Effective oral and written communication skills
- Strong interpersonal skills, the ability to supervise and motivate volunteers
- Strong analytical and problem-solving skills
- Ability to work independently and as part of a team
- Sound computer skills including operating Google Suite
- Willingness to learn about the nonprofit sector