



MCIS LANGUAGE SOLUTIONS NOMINATIONS & GOVERNANCE COMMITTEE CANDIDATES

MCIS helps people facing language barriers receive the services they need. We focus on marginalized populations and provide them with interpretation and translation services when they are at their most vulnerable: when they are interacting with the health-care system, with the legal system, with social welfare agencies.

We also provide interpreter training courses and classes for individuals who deal with marginalized populations. These classes have become mandatory training for employees of several social agencies and have been added to the curricula of several universities.

The challenges you will help solve-

As a Nominations & Governance Committee member, you will help MCIS navigate the changing technological and societal environment. As technology becomes an ever-more-viable substitute, it is becoming more important to demonstrate the value of human interpretation to continue growing. Technology is also helping organizations deliver interpretation and translation services more effectively.

The Committee is looking for a professional who will apply their experience and expertise in support of the Board of Directors and counsel to the Executive Director.

We are looking for individuals with some or all of the following qualifications:

- Legal experience related to not-for-profit organizations
- Legal experience related to corporate governance
- Experience related to policy development
- Experience related to corporate governance

MCIS is a highly diverse organization serving language-minority populations that are disproportionately racialized and which face numerous other intersectional marginalizations. We welcome applications from all interested and qualified candidates as we strive for increased diversity and representation on our Board and Committees.

Please submit a cover letter and resume to:
Chair, Nominations & Governance Committee
MCIS Language Solutions
c/o sarah@mcis.on.ca



MCIS Committee Member Job Description

Position: Committee Member, MCIS Board of Directors

Authority: Committee Members assist MCIS's Board of Directors and Management team to operationalize its strategic goals. Committees offer advice and make recommendations to the Board.

Duties:

A Committee Member is a subject matter expert who is well informed about MCIS's overall operations and the relevant Committee's role and activities. While Committees operationalize the Board's strategic objectives they may offer the Executive Director's support and counsel, on day to day operational matters.

The Committee has the responsibility to:

- Operate within its terms of reference;
- Serve in an advisory capacity to the Board;
- Set the Committee's goals and objectives and assist the ED and her staff, as relevant, in the development of the operational plan;
- Ensure that recommendations made to the Board of Directors have a sound empirical basis and have taken into account all relevant factors.

Individual Committee Members have a responsibility to:

- Work on tasks that relate to fulfilling the strategic objectives of the board for the specific committee;
- Participate in a process that provides advice to the board on decisions relating to the Committee's area of expertise;
- Take on time-limited projects as may be assigned to it that assists Management in fulfilling its operational objectives;
- Be informed about the organization's mission, services, policies and programs;
- Keep up to date of developments in the organization's field by seeking input from internal and external stakeholders and other contacts;
- Adhere to all relevant MCIS policies including; conflict of interest and confidentiality policies;
- Assist the Board in carrying out its fiduciary responsibilities as it relates to that Committee's duties;
- Make an honest effort to attend all committee meetings, and functions, such as special events and the AGM - adherence to the Non-Director Attendance Policy is required;
- Review agenda, minutes and supporting materials before committee meetings;
- Suggest possible nominees to the committees who can make significant contributions to the work of the Board and the organization;
- Develop and maintain positive relations with Committee, Board, staff and community members to enhance MCIS's mission and promote the interests and well- being of MCIS.

**Term:**

Committee Members serve for 2-year terms, with the option for renewals by MCIS' by-laws. Committee Members may leave at the end of the elected term, or before it by resigning. Committee members may be invited to apply for Board positions during their term.

Qualifications & Skills

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group
- Willing to: prepare for and attend committee meetings, ask questions, take responsibility and follow through on a given assignment, generously contribute resources according to circumstances, open doors in the community, evaluate oneself
- Develop certain skills if you do not already possess them such as learning more about the substantive program area of the organization
- Possess honesty, sensitivity to and tolerance of differing views, a friendly, responsive and patient approach, community-building skills, personal integrity, a developed sense of values and a sense of humour.
- Knowledge and skills in the Committee's area of focus

Benefits of being a Committee Member:

- Opportunity to contribute to the welfare of the community
- Opportunity to enrich your understanding of issues or societal needs as it relates to language accessibility
- Opportunity to utilize and showcase your skillset outside of your regular working environment, adding balance to paid work
- Opportunity to learn how a non-profit organization is governed
- Opportunity to expand your skillset
- Networking possibilities

Evaluation:

A Committee Member's performance is evaluated annually by the Committee Chair and Vice-Chair based on the performance of assigned Committee requirements and duties.



MCIS - SUMMARY OF EXPECTED TIME COMMITMENT FOR COMMITTEE MEMBERS

ACTIVITY	HOURS REQUIRED
Preparation, reading and research	1 hour per meeting
Committee Meetings	1 hour every 2 months (mostly by teleconference)
Phone calls	As required
Annual General Meeting	4 hours per annum
Mentoring/Orientation Session	2.5 hours per annum
Special events/ Social Activities	6 hours per annum
Meeting with staff	As required
MONEY TOTAL	
Membership fee \$	25.00 per annum
Parking and transportation	Paid for by Member
Special event attendance	Paid for by MCIS
Meals (meetings)	Paid for by MCIS