



## MCIS LANGUAGE SOLUTIONS CALL FOR TECHNOLOGY COMMITTEE CANDIDATES

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MCIS Language Solutions is a not-for-profit which advocate for language access as a human right and facilitates such access to critical information and services by recruiting, training, and assigning language professionals.

MCIS utilizes an innovative social enterprise model. MCIS provides services in 200+ languages to more than 1000 different agencies including several Domestic Violence Court programs, Children's Aid Societies, Public Health Centres, Legal Clinics and Police Services in Ontario. MCIS then reinvests its revenue into activism, free products and services, and industry innovation.

MCIS is the largest not-for-profit language service provider in North America and joining MCIS' Technology Committee is a rare opportunity to assist in the development of a technology strategy with the aim of maximizing social benefit.

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

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

Please submit cover letter and resume to:  
Chair, Technology Committee  
MCIS Language Solutions  
c/o [sarah@mcis.on.ca](mailto:sarah@mcis.on.ca)



# MCIS Committee Member Job Description

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**Position:** Committee Member, MCIS Board of Directors

**Authority:** Committee Members assist MCIS' Board of Directors and Management team 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' 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 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 considered 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 prior to 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 in accordance with MCIS' by-laws. Committee Members may leave at the end of the elected term, or prior to 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, contribute resources in a generous way 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 skill set 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 skill set
- 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.



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## MCIS - SUMMARY OF EXPECTED TIME COMMITMENT FOR COMMITTEE MEMBERS

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<b>ACTIVITY</b>	<b>HOURS REQUIRED</b>
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
<b>MONEY TOTAL</b>	
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