



## **Governance & HR Committee member (volunteer)**

The Leftovers Foundation is one of Canada's largest tech-enabled food rescue organizations. We envision a world where communities come together and are engaged in reducing food waste. We reshape how our communities fight poverty, reduce food waste, and save our environment. Along with our volunteers, donors, and service agencies, we seek to fulfill our mission to reduce food waste and increase access in communities across Western Canada.

The Leftovers Foundation recognizes that issues within our food systems are deeply rooted in racial, economic and social inequities. As an organization that strives to tackle these issues, we are committed to incorporating Inclusion, Diversity, Equity, and Accessibility (IDEA) in all the work we do, and that includes how and whom we recruit to be on our team of volunteers and staff, along with providing them with ongoing IDEA training.

We are currently recruiting for community members in Calgary, Edmonton, or Winnipeg to remotely join our Governance & HR Committee.

The ideal candidate will have professional human resources and nonprofit experience, is passionate about the Leftovers mission, and is willing to be an active contributor as a volunteer.

The purpose of the Governance & HR Committee is to ensure that the Board fulfills its legal, ethical, and functional responsibilities through good governance policy development, oversight of the risk management policies and practices of the Board, recruitment strategies, training programs, monitoring of Board activities, and evaluation of Board members' performance. The Committee will maintain policies and procedures that protect and enhance the operations of the Board and staff.

### **Committee Roles and Responsibilities:**

- Develop and recommend appropriate policies and procedures to ensure sound governance policies and practices are in place and recommend revisions to assist the Board of Directors in fulfilling its oversight responsibilities.
- Review periodically the adequacy and effectiveness of governance documents, including the by-laws, policies, procedures, and committee terms of reference, making recommendations for change, as appropriate, to the Board of Directors.
- Annual review of the size, composition, diversity, and structure of the Board of Directors and its committees.
- Maintain an inventory of the skills, capabilities, and other desirable characteristics of Directors as related to the current needs of the Board, making recommendations to the full Board for appropriate adjustment.
- Interview prospective Board members.
- Produce and keep current documents needed for the recruitment and education of existing, new, and prospective Board members.
- Ensure proper orientation, support and continuing education for Directors.
- Establish and maintain criteria to measure the performance, engagement, and satisfaction of individual Directors and the Board of Directors as a whole.
- Develop and oversee the annual performance review process for the full Board, the self-assessment by individual Directors and performance assessments of Board committees.
- Manage Board social events (three annually at Spring, Fall, Christmas) to encourage a create a dynamic, positive, and engaging Board experience.



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- Develop position descriptions for Board executives, Directors, and the Executive Director for approval by the Board.
- Overseeing recruitment, selection and succession planning of the Executive Director position.
- Complete an annual performance evaluation of the Executive Director.
- Approve and periodically review the risk management policies and practices of the Foundation's operations.
- Identify and report risks and risk management deficiencies, including emerging risks. Ensure the effective and timely implementation of actions to address emerging risks and risk management deficiencies of the Foundation's operations.

Committee meetings are held quarterly, with occasional additional contributions, special meetings, and requests for input required between meetings.

Leftovers' Foundation embraces diversity, equity and inclusion as central to our mission, excellence and success. We strive to better understand, cultivate and support a diversity of perspectives in our work. We want to make Leftovers' a place where a diversity of talented people bring their full selves to the creation of solutions.

Please submit your resume or CV to express interest in this volunteer role by April 2, 2023 to Leftovers' Governance & HR Committee Chair, Rhonda Cooper- Burgess at [rhonda@rescuefood.ca](mailto:rhonda@rescuefood.ca)