

## **Unity Governance and HR Committee Chair Opportunity Posting**



### **ABOUT UNITY CHARITY:**

Unity Charity uses hip hop art forms to promote resilience and well-being among youth, building healthier communities. Unity engages youth 12 to 29 by implementing school and community programs helping youth positively express their stress and develop skills for success. Unity empowers youth to make better choices as leaders, mentors and positive community role models leading to more productive citizens, safer schools, and healthier communities.

### **ABOUT THE ROLE:**

Unity is searching for an individual to take on a leadership role as the Chair of the HR and Governance Committee, and to potentially join the Board of Directors who is from or involved in the Halifax Community in a meaningful way, and who also has a background in human resources. Unity has recently expanded its regular operations into the Maritimes (Nova Scotia), and so is seeking someone who can help us understand that community. Moreover, the organization is committed to a strong people strategy and governance best practices and so is seeking an individual who has experience in both.

### **PURPOSE OF THE COMMITTEE:**

Assist the Unity Leadership Team (“the Team” -- Board and Unity Leadership Staff) in developing and executing governance and HR related policies and activities. Using this plan as a guide, the committee will support Unity in maintaining a healthy and engaged board and committees that continually serve the needs of the organization, and ensure that Unity’s HR policies and other key organizational practices keep pace with industry benchmarks and are in compliance with legal standards. This is a volunteer position with a minimum 2 year term.

### **COMMITTEE OBJECTIVES:**

- Assist the team with identification, recruitment and onboarding of new board members
- Assist the team with the stewardship, education and engagement of current board and committee members
- Assist the team in maintaining healthy industry benchmarks and best practices in relation to compensation and staff benefits, HR policies and risk management.
- Assist the team in the founding and dissolution of committees as per the organization's need

- Lead the recruitment and hiring of the Executive Director, as needed
- Assist the team with emergency HR issues, as needed

#### **COMMITTEE MEMBERSHIP:**

- There should be 4 to 8 members on the committee
  - At least 2 members are on Unity's Board of Directors
- The Secretary of the Board must sit on the committee
- In addition to all the members, the Executive Director must support the committee and attend meetings as needed
- Committee members can be added with the agreement of the Committee Chair, Board Chair and Executive Director

#### **BENEFITS OF JOINING THE UNITY BOARD AND COMMITTEES:**

The Unity team and Board strive to make all board and committee appointments a mutually engaging and reciprocally beneficial opportunity for all. Some of the benefits of joining the Unity Board and Committees include:

- Meaningful opportunity to directly support high impact work for underserved youth, artists, young professionals
- Meaningful opportunity to build and grow your network--There is a long history of professional connections, meeting new clients, recommending staff, etc. between board members
- Opportunities to learn about youth work, mental health work, Hip Hop art forms and artists
- Opportunities to develop leadership skills, gain leadership experience (committee heads, officer roles, other awareness and fundraising initiatives)
- Opportunities to hear voices and perspectives you may not otherwise have access to
- So much fun!

#### **ROLE OF THE CHAIR:**

- The committee chairperson will be selected by the Board Chair and the Executive Director, and will ideally be a member of the Board when possible.
- The Committee Chair will ensure that the Committee and its members stay true to the vision of Unity and uphold these Terms of Reference
- The Committee Chair will take the lead on the administrative and governance duties associated with the committee, i.e. setting meeting dates, sending invites, taking and distributing meeting notes, recruitment facilitation, reporting to the board, and other

such duties as may arise from time to time based on the activities of the committee.

**COMMITTEE MEETINGS:**

- The Committee will convene 10 times per year (monthly, except July and August).
- Meetings will be approximately one hour in length, and are generally held on the first Wednesday of the month in the evening.
- All meetings should contribute meaningfully toward the above stated committee objectives.
- Meeting materials and a meeting agenda will be provided to Committee members no less than 48 hours prior to the meeting and it is the expectation that all Committee members will have read them prior to the meeting
- Additional meetings may be held at the discretion of the Chairperson.

**REPORTING:**

- The Committee reports to the Board of Directors of Unity **via** the Committee Chairperson.

**COMMITTEE PRIORITIES FOR 2020-2021:**

- Update the Board Onboarding Package/Process
- Update the Board Matrix to reflect that new priorities of the 2020-2023 Strategic Plan
- Support the identification and recruitment of Board Members as per the revised Matrix
- Support the team in ensuring that the Board is in compliance with AODA Standards
- Support the team in exploring and revising the organizational and staff structure to accommodate the organization's planned growth and anticipated evolution.
- Support the team in providing educational and engagement opportunities to the board as per the organization's strategic need
- Providing ongoing consultation in the realm of HR and talent development practices for the team and HR and Operations Department

**DESCRIPTION OF COMMITTEE MEMBER ROLE:**

- Participation is expected for 80% of all calls and meetings (8 of 10 annual meetings.)
- Committee members will identify 2 or more committee objectives (listed above) that they feel they can contribute to in a meaningful way.
- Committee members will maintain a current knowledge of Unity programming and activities, to be facilitated by the Committee Chair and Executive Director.

**How to Apply:** To apply for this role, please forward an expression of interest and LinkedIn profile link to [opportunities@unitycharity.com](mailto:opportunities@unitycharity.com) by **5:00PM on Friday, December 4th**.

*Unity advocates for individuals from diverse backgrounds and encourages applications from BIPOC individuals and individuals with varying abilities. Those with diverse abilities who need accommodation in the application process, or those needing opportunity postings in an alternative format, may contact [opportunities@unitycharity.com](mailto:opportunities@unitycharity.com).*

Unity sincerely thanks all applicants for their expressed interest in this opportunity; however only those selected for an interview will be contacted