



Canadian Association
of Black Journalists

Governance Committee Members (x3)

Job details:

Temporary - January - June 2021

Volunteer, up to 20 hours per month

Experience:

CABJ member in good standing

Summary:

The Canadian Association of Black Journalists (CABJ) is seeking members who will serve on a governance committee, leading the process of electing new board members for the 2021-2026 term.

Job Description:

Answering directly to the executive team, governance committee members will lead the process of filling vacancies within the board. As the inaugural

governance committee, establish the committee terms of reference and actively work to fulfill the mandate of the committee. This is a great opportunity to play an active role in the governance of the CABJ.

Duties include:

- Be familiar with and adhere to governance documents and policies and procedures of the association
- Prepare for and participate in the discussions and deliberations of the committee.
- Solicit applications from potential candidates
- Review applications to ensure compliance
- Distribute bios of successful candidates to CABJ membership
- Coordinate online voting at CABJ AGM in May 2021
- Following the installment of successful board members, report back to board and executive with any recommendations on the nominations and elections process

Successful candidates must:

- Demonstrate a willingness to serve and actively participate on the committee.
- Be knowledgeable in governance activities, having previously served on boards or by-election committees
- High ethical standards and awareness of potential conflict of interest between personal and association business.
- Willingness to keep confidential issues that the board deems sensitive.
- Excellent organization skills; strong priority-setting abilities and detail-oriented
- Strong critical thinking and problem-solving skills
- Ability to work as part of a remote team

- Outstanding written and verbal communication skills with a keen awareness of circumstances requiring sensitivity, discretion, and confidentiality
- Strong collaborator with a team-first attitude and self motivation

The following skills are assets, but are not required:

Knowledge of nonprofit leadership and operations

Background/Passion in Law, Strategic Planning, Project Management, or another related field.

Be familiar with and adhere to governance documents

About the CABJ

Founded in 1996, the Canadian Association of Black Journalists' (CABJ) mission is to increase representation through education and inspiration. We believe Black journalists must work together to diversify newsrooms, to increase the number of Black media professionals in management positions in Canada and to educate and inspire a new generation of young Black journalists.

As the CABJ works towards extending its reach across Canada, we are focused on:

- *Advocating for diversity in Canadian media*
- *Increasing CABJ's membership base in regions across Canada*
- *Raising up a new generation of Black journalists and content creators*
- *Offering hands-on workshops and other diverse professional development opportunities to Black journalists and content creators*