



JOB DESCRIPTION

DIRECTOR OF GOVERNANCE

Position Overview:

The Director of Governance ensures that Nature Calgary operates in compliance with legal and ethical standards. This role oversees the development and implementation of policies that support strong governance and transparency within the organization.

Key Responsibilities:

- **Governance Framework:** Develop, review, and update organizational policies and bylaws to ensure they reflect best practices in non-profit governance.
- **Board Training & Development:** Ensure board members understand their roles and responsibilities by organizing governance training sessions.
- **Risk Management:** Oversee the organization's risk management processes, identifying areas of concern and implementing measures to mitigate risks.
- **Legal Compliance:** Ensure Nature Calgary complies with local, provincial, and federal regulations, including filing necessary documents and ensuring that the organization remains in good legal standing.
- **Board Recruitment & Succession Planning:** Work with the President to ensure that the board is composed of a diverse and skilled group of members. Develop succession plans for key leadership roles.
- **Ethics Oversight:** Establish and enforce codes of conduct and ethical guidelines for board members, volunteers, and staff.

Qualifications:

- Strong understanding of non-profit governance and legal requirements.
- Experience in board development, risk management, or organizational leadership.
- Excellent attention to detail and strong organizational skills.