



WOMEN'S COMMITTEE CHAIRPERSON

QUALIFICATIONS/SKILLS:

Minimum of two years' experience serving on a Committee with knowledge and skills in Microsoft Office. Experience in advocacy pertaining to issues impacting Women. Knowledge of the Jamaican Canadian Association, including its history and organizational structure is an asset.

TERM:

The Women's Committee Chair is elected to serve for a period of a two-year term. Elected Committee Chairs shall not serve for more than three consecutive two year terms.

REQUIREMENTS:

- Must be a member of the JCA.
- Experience with various software and online platforms including Microsoft Teams, MS Word, Powerpoint, Excel.
- A time commitment of up to 40 hours per month, (includes Board preparation, meeting, committee events and meeting time)
- Experience managing projects, change and restructuring.

MAJOR DUTIES:

- Convene and Chair the Women's Committee
- Along with the Committee, assume overall responsibility for issues impacting women within the Organization and the wider community.
- Plan and implement educational opportunities through seminars, forums, workshops, conferences, guest speakers, round table discussions, film presentations and to educate the membership and the wider community on issues impacting women, the family and the community.
- Initiate, special projects, network and liaise with other women's groups and function as a resource group.
- Mobilize women in the organization to participate in issues and activities pertaining to women's equality rights.
- Along with Committee, plan the annual International Women's Day Event.

- Prepare and submit a report to the Vice President for presentation to members at each quarterly and annual general meeting.
- Submit through the VICE PRESIDENT to the Board for approval the Committee's Annual Work plan and Budget no later than three months (3) prior to the Annual General Meeting.