

Position Posting: **Vice Chair, Board of Directors**

Organization: [Actsafes Safety Association](https://www.actsafe.ca)

Application Deadline: **Friday, May 31, 2024**

Are you passionate about governance, strategy and leadership? Are you looking for an opportunity to volunteer in a role which will provide you with a sense of purpose and enable you to share your expertise with a high-performing team, and contribute your value towards an honourable cause?

Actsafes Safety Association launched a new five-year [strategic plan \(2023–2027\)](#) with a focus on ensuring our programs and services are world-class, industry-specific, and improve health, safety, and wellbeing knowledge, attitudes, beliefs and behaviours to ultimately decrease the injury rate of BC's arts and entertainment workers.

We are pleased to start recruitment for the volunteer position of **Vice Chair** on our **Board of Directors**, charged with assisting and advising the Chair in providing independent, effective leadership to the board in the governance of Actsafes.

- **Term:** 2 years as Vice Chair (Sept. 2024-2026), then 2 years as Chair (Sept. 2026-2028)
- **Time Commitment:** 3-5 hours/month, including quarterly Board, Board Committee and Standing Committee meetings, monthly coaching meetings with CEO and events (e.g. annual conference, AGM).
- **Requirements:** governance/not-for-profit Board experience, primarily based in BC, willing to commit for next four years, no current strong connection/potential bias in the arts and entertainment industry
- **Desired competencies:** lead executive performance management, worker safety, data, design-thinking, technology, human resources, cybersecurity, business development, behavioural insights, or change management

Responsibilities / What is considered an asset?

- Report to, advise, and provide wise counsel to the Chair
- To act as the Chair of the board, either in the absence of the Chair or as requested by the Chair, and to carry out additional leadership duties relating to the functioning, responsibilities and effectiveness of the board



- Collaborate with the Chair to develop and implement policies, processes, practices and terms of reference that support the deliberations of the board in order that the board may diligently fulfill its duties and conduct its work and affairs effectively and efficiently
- Orients and acts as a mentor to the independent board positions and lead executive (CEO)
- Performs other responsibilities as delegated by the Chair or the board
- Serves as member of one or more standing committees of the board as they may be constituted from time to time (in addition to the Motion Picture and Performing Arts Standing Committees which the vice-chair may attend as guest)

How to apply?

To apply for this opportunity, please submit a cover letter and resume to: governance@actsafe.ca with the title of the job you are applying for clearly outlined in the email subject line and cover letter by Friday, May 31, 2024

What is Actsafe?

Actsafes is a not-for-profit health and safety association supporting BC's production of motion pictures, television, live events and performing arts industries. Its vision is that British Columbia has the safest and healthiest arts and entertainment workplaces in the world, and its mission is to prevent and eliminate workplace injury, illness and death by providing world-class occupational health, safety, and wellbeing programs to employers, supervisors, and workers.

Meet our team

At Actsafes Safety Association, a diverse, inclusive, and equitable workplace is one where all members of the team, stakeholders, community, and individuals whose personal characteristics fall into any of the prohibited grounds of discrimination under Canadian Human Rights Law feel valued and respected. We are committed to fostering a non-discriminatory workplace culture and providing equal employment and advancement opportunities throughout our organization. We respect, encourage, and value diverse voices because we believe that innovation and creativity are driven by inclusiveness and cultivated by diverse backgrounds, ideas, and experiences.

Meet our Board



Our commitment to Reconciliation, Equity, Diversity, Inclusion & Accessibility

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