



## **CURRENT VOLUNTEER OPPORTUNITIES**

**Are you interested in helping make a difference?**

### ***ECCOE COMMUNITY ADVISORY COMMITTEE***

**WOULD YOU LIKE TO VOLUNTEER TO BE PART OF AN EXCITING NEW COMMUNITY ADVISORY COMMITTEE?**

**Are you interested in helping make a difference? If so, please read on.**

The Board of Directors of ECCOE is creating a Community Advisory Committee to assist the Board and senior management with its work.

ECCOE is a non-profit organization and a registered charity. ECCOE has been a centre of excellence, promoting and providing professional, independent interpreter services of a high caliber, which meets the needs of consumers throughout Manitoba, 24/7, 365 days a year, for over 38 years.

At the heart of ECCOE's values and professional services is a deep commitment to equality, independence, promoting opportunities, dignity, empowerment, removing communication barriers, encouraging inclusiveness and success for all Manitobans.

ECCOE works cooperatively with all its community stakeholders to ensure that services are designed and delivered in a comprehensive, rational, efficient and effective manner.

ECCOE works with other organizations and agencies to promote the advancement, enhancement, and continued development of the interpreter field.

Additional information about ECCOE may be obtained on its website at <http://www.eccoe.ca>

The Terms of Reference for our new Community Advisory Committee are accessible on ECCOE's website at <http://www.eccoe.ca/agm-board-information>

Our **ECCOE Community Advisory Committee** is being established to advise the ECCOE Board of Directors and senior management on community-based issues, public engagement activities, priorities and other matters.

The Community Advisory Committee is one component of ECCOE's commitment to a larger public engagement strategy, including:

- regular public input through relationship building.
- outreach and marketing.
- monitoring, measuring, and continuously improving its services.

The Community Advisory Committee is not a decision-making body; rather, it is an opportunity to provide valuable perspectives and recommendations for consideration by ECCOE's Board of Directors and senior management.

The Board of ECCOE is seeking members to join our Community Advisory Committee. We invite people:

- who support ECCOE's objectives, principles, services and markets.
- who are familiar with current social issues, modern business practices and sustainable development goals.
- who have a diversity of views, opinions, and perspectives.
- who believe in equality, diversity, inclusion and in making communities better by removing barriers for all.

Our Community Advisory Committee membership will endeavor to also include the following representation:

- Members will be selected for appointment based on diversity, specific skills, local experience, interests, geographic or demographic representation that would support ECCOE's objectives and principles.
- Committee members are not required to represent a sector or organization but are expected to have some knowledge and experience with issues that might impact those interests.

- We encourage people from diverse backgrounds, all communities and stakeholders to participate on this new volunteer Committee including, but not limited to:
  - A mix of gender identities.
  - A mix of income levels.
  - A mix of ages including youth (aged 18-30) and seniors 65+).
  - People with disabilities.
  - Visible minorities.
  - Newcomers and refugees.
  - LGBT2SQ+
- Members of the Community Advisory Committee will be selected and appointed by the ECCOE Board of Directors. There is no set term of appointment. The ECCOE Board may stagger the duration of terms of members between one- to three-year terms. Members are not remunerated for participation on the Community Advisory Committee but serve as volunteers.
- Community Advisory Committee meetings will not be open to the public in order to preserve the confidentiality of meeting discussions so members feel comfortable to express their views freely and frankly, and to allow feedback on ideas, as well as drafts of documents and initiatives being reviewed before being made public.
- Meetings will be held at a frequency that is necessary to conduct the business of the Community Advisory Committee (at least quarterly for one to two hours, or more frequently as may be necessary for any review processes), at the call of the ECCOE Board of Directors.
- A meeting schedule will be discussed by the Committee at the first meeting, and subsequent meetings will be confirmed at each meeting.
- Advance notice will be provided. Regular attendance and respectful participation is expected of appointed members.

- In addition to regular Community Advisory Committee meetings, additional means of communication, such as email, phone, or video calls may be necessary to conduct the business of the committee.
- Community Advisory Committee agenda topics and activities will be determined by priorities or recommendations of the ECCOE Board of Directors.

### IMPORTANT - PLEASE NOTE

In this time of uncertainty over the COVID-19 pandemic, ECCOE is continuing to provide services and leadership to all communities and stakeholders. ECCOE has taken numerous steps to safeguard the health of its staff, clients, as well as Board and Committee members, while continuing to operate safely, including:

- Working remotely, social distancing, and protective measures.
- Virtual Board of Director, Committee and staff meetings for continued timely action and response to community and stakeholder needs.

Future members of our Community Advisory Committee should be able and comfortable meeting remotely via ZOOM and have devices and adequate access to the internet to enable their participation in virtual remote meetings.

### **Application Process**

**If you are interested in this opportunity, we encourage you to apply by December 31, 2020.**

#### **How to submit an application:**

- Anyone eighteen (18) or older may apply.
- Please email your letter of interest and an application to [board@eccoe.ca](mailto:board@eccoe.ca) **before December 31, 2020.**

- Mark the email subject line "Application - Community Advisory Committee".
  - In your application:
    - Confirm that you have reviewed and understand the Terms of Reference for the Community Advisory Committee.
    - Provide us with a current resume or biography.
    - Tell us about yourself, including who you are, your experience, skills and interests.
    - Be sure to tell us why you would like to be appointed to our new Community Advisory Committee, and what you will bring to the table, including any unique perspectives that you feel you may be able to contribute, and why you would be a great Community Advisory Committee member.
  - Your application can be submitted in your choice of English or ASL, in written or video format. To upload a video application, follow the steps below:
    - Record your video and save it on your computer or tablet. Click on transfer button.
      - Go to [www.wetransfer.com](http://www.wetransfer.com)
      - Add your video file.
      - Email to [board@eccoe.ca](mailto:board@eccoe.ca)
      - Provide your name, email address, and contact information.
      - Add a message, if you want.
- \*\*\* The video will be uploaded to the wetransfer.com site. Once we have received notification, we will download the video, and it will be deleted from the website.

**Applications must be received by December 31, 2020.**

**We look forward to all applications. We will review and very carefully consider every application received. All applications will be maintained in confidence.**

**We may have questions about your application. Please provide us with your contact information, with the best time of day and method to contact you.**

Please share this information with others you think might be interested.

Thank you for your interest and support for ECCOE and the important services we provide.

This initiative is part of ECCOE's continued commitment to public engagement and service improvement. ECCOE is committed to the highest standards in providing excellent service to all our clients and the entire community we serve. We exist to support you.

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