

Ethics Committee Chair

Committee & Role Description

The Ethics Committee aims to create, enforce and protect equitable practices and environments within Rotaract Club of Toronto.

The Ethics Committee Chair manages the documentation, recording, communication, and coordination of all ethics complaints submitted to the Rotaract Club of Toronto.

Responsibilities

- Upholding the Rotaract Club of Toronto Ethics Policy.
- Managing the documentation, recording, communication, and coordination of all complaints submitted to the Rotaract Club of Toronto.
- Responding to emails in 48-72 hours.
- Ensuring that all documentation required to make an informed decision is presented to the Board Members by the time of the vote.
- Operating according to the responsibilities and terms for Committee Chairs as outlined by the Rotaract Club of Toronto Bylaws.

Support You Can Expect to Receive

- Ethics Training
- Steering Committee retreats and socials
- A Board Member who will be assigned to the Committee for support and guidance
- Committee Chairs are permitted a leave of absence for mental health rejuvenation. The leave of absence may last between 1 week and 1 month and requires formal notice to the President one week in advance, unless under exceptional circumstances. It is suggested that you elect a Committee Member who is a member in good standing to temporarily take responsibility of the committee during your leave of absence.

Essential Qualifications

- Be a member in good standing.
- Strong verbal and written communication skills.

Additional Qualifications

- Experience in conflict resolution and mediation.
- Experience in documentation and report writing.
- Demonstrates an understanding of the Rotaract Club of Toronto Bylaws, Ethics Policy, Financial Governance Policy, and Rotaract Constitution.

About the Application Process

All members will receive access to the position description and application form for all positions and will have at least two weeks to submit. They may submit applications for as many positions as they wish to apply to; however, they must submit a form for each position. Only members in good standing will be considered for the position.

After the two weeks, the Board and Incoming President (if applicable) will review all applications and rank candidates based on the qualifications in the position description. The applications and rankings which will be documented and archived by the Secretary.

Please note that it is the responsibility of the Incoming President and Board to select which committees the Club will have that year. Some Committees are mandatory. However, others such as the Annual Fundraising Committee are not mandatory, and the mandatory committees must be prioritized. Candidates will be notified if they are reassigned and will be given a chance to accept, apply to other committees, or decline.

The President will then take all the top candidates, compile a report for why each one was selected and then share the report as well as a poll with members in good standing who will then have at least three (3) days to cast their vote of confidence or no confidence for each candidate.

Should the candidate receive more than 50% of votes of confidence from members in good standing, the candidate shall be confirmed as chair of the committee.

Should a candidate decline to accept any position, or if a candidate has received less than 50% of the vote of confidence from members in good standing, then the next highest ranked candidate will be selected and the process will be re-triggered. This process continues until a candidate receives more than 50% of the votes.

If a chair position remains vacant immediately following a club election, a subsequent appointment process should be held within thirty (30) days following confirmation of the vacancy.

If a chair position becomes vacant when there are five (5) months or more remaining in the Rotary year, an appointment process shall be held to fill the position. If any chair vacates a position when there is less than five (5) months remaining in the Rotary year, the officers of the board may elect or appoint a replacement for the remainder of the term. The Board may not under any circumstances appoint any chair to a position outside of the current Rotary year.