



StepUp Board of Director (Volunteer)

DEADLINE November 22 6pm EST

About StepUp

Our Mission is to StepUp the advancement of women in the energy management sector to leadership and Board positions through building awareness and providing transformative tools to individuals, organizations, and partners. Our Vision is to breakthrough and achieve Canada's transition to a net-zero economy through championing gender equity, diversity and inclusion.

To do this, StepUp aims to be a hub for leaders in the energy management community to further their skill set to attain C-Suite and Board positions, providing a 'one-stop shop' access to a toolkit of professional development opportunities, networking, field trips, board training, thought leadership, an energy career center, and more. Founded in 2019 and celebrating our 5th year anniversary, we have already held numerous successful events attracting senior level energy management professionals, including publishing Canada's first [Equity, Diversity and Inclusion Study for the Energy Sector](#) in October 2022.

To further these goals, we are seeking passionate, qualified, and committed individuals to join our volunteer Board with a specific focus on individuals who excel in communications and corporate secretary duties. More information can be found at www.stepup-energy.com including a list of our current Board members. We are seeking ALL genders to apply to this position so our board reflects the gender equality we strive for in the energy management sector as a whole.

Why Join StepUp's Board?

1. You will have the opportunity to help shape an organization dedicated to advancing the performance of energy management and the transition to the low carbon economy while helping transform the sector to being more gender equitable and inclusive.
2. Ability to work alongside other passionate and committed leaders in the energy sector on StepUp's Board as well as with our partners, sponsors, members and event attendees, you will expand your network and influence among leading decision makers and visionaries in this sector.
3. Gain new personal and professional skills by undertaking new roles and projects focused on advancing our mission
4. Satisfaction of helping to create and promote positive change in the community, including the opportunity to give back and make a positive difference

Position Summary

As a member of the Board of Directors, the primary responsibilities of this position are to:

- Leverage your skills, experience, and network to advance the vision and mission of StepUp



- Contribute to one or more of the organization's three Committees: Governance, Events & Sponsorship, and Communications
- Work with the Board to ensure continuously improving governance structure and processes
- Maintain and develop strategic partnerships and engagement with the energy community, StepUp's members and its stakeholders
- Stay up-to-date on current events, trends and research related to advancement of StepUp's goals and mission

Desired Qualifications: We are recruiting up to 2 new Board members and we will be looking for each Director to have at least 2-3 of the qualifications below. We are searching for candidates to help fill our current vacancies as it relates to communications and corporate secretary.

Prerequisite:

- Passionate and committed to our vision/mission (prerequisite for all Board members)
- Be actively working in the energy management or related energy sector

Current Board Vacancies:

- *Corporate Secretary:* Knowledge and experience serving as a corporate secretary or in a similar governance role, with excellent attention to detail, ability to manage schedules, organize meetings, and maintain accurate records, Strong understanding of effective corporate or non-profit governance principles, compliance regulations, and ensuring compliance with board policies
- *Communications:* Proven background in public relations, marketing, social media or corporate communication, ideally in a leadership capacity. Excellent written communications skills, with a track record in crafting impactful, engaging and meaningful content that aligns with StepUp's goals

Additional Skills Sets and Experience considered:

- Previous Board of Directors experience and/or not-for-profit experience
- Experience in assessing legal risks, reviewing and revising organizational policies to ensure compliance with legal and regulatory requirements for non-profits, and ability to provide guidance to the Board on legal matters related to the organization's operations
- Experiencing in developing and executing strategic partnerships to drive revenue growth for the organization
- Knowledge and experience using different revenue models as to identify new (as well as diversify existing) revenue streams
- Experience in fundraising and donor relations, including identifying potential donors and new fundraising channels (e.g. foundations), cultivating new and existing relationships, grant writing and soliciting donations

Term: Committed to 3 years



Location: Current directors are all located in Ontario; however, we are beginning to reach beyond Ontario to the rest of Canada, so directors from outside of Ontario are welcome to apply.

Time Commitment: As this is a working Board, we expect Board members to attend monthly Board meetings (typically 2 hours in length), participate in any committee meetings and work between meetings (typically 2-3 hours per month) and be willing to commit between 2-4 hours per month to supporting StepUp initiatives and attending related events.

Note: We are an inclusive organization committed to equity across our Board and actively encourage application from all gender identities and expressions, Indigenous Peoples, persons with disabilities, and persons of all races, ethnicities, religions, abilities, and sexual orientation.

If you are interested, please send your CV and a cover letter outlining your experience and passion to info@stepup-energy.com by **6pm EST Friday November 22, 2024**