

<b>Job Title:</b>	Bylaw & Policy Coordinator	<b>Job Class:</b>	Coordinators
<b>Division:</b>	Governance	<b>Department:</b>	
<b>Reports To:</b>	VP, People, Culture & Governance	<b>Term:</b>	N/A
<b>Job Description</b>			
<p><b>Position Summary:</b></p> <p>The Bylaw and Policy Coordinator is responsible for maintaining, reviewing, and ensuring the consistent application of Pride Winnipeg’s organizational bylaws, policies, and procedures. This role supports the Board of Directors, committees, and leadership team in upholding strong governance practices by facilitating regular reviews, coordinating amendments, and ensuring all governing documents are current, accessible, and aligned with the organization’s mission, legal requirements, and best practices.</p> <p><b><u>Duties &amp; Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>● Maintain accurate, up-to-date records of all Pride Winnipeg bylaws, policies, and procedures.</li> <li>● Coordinate regular reviews of bylaws and policies to ensure compliance with applicable legislation, regulations, and nonprofit governance best practices.</li> <li>● Recommend amendments, additions, or retirements of bylaws and policies for Board consideration.</li> <li>● Advise the Board of Directors and committees on the interpretation and application of bylaws and policies. Prepare and distribute proposed amendments to Board members and/or the membership in accordance with organizational procedures.</li> <li>● Ensure proper documentation and archiving of all approved amendments and historical versions. Support procedural compliance during Board and committee meetings, as required.</li> <li>● Assist with the preparation of governance-related materials for the Annual General Meeting (AGM) and other official organizational meetings.</li> <li>● Provide onboarding materials and orientation to new Board members on bylaws, policies, and governance processes.</li> <li>● Serve as a resource for staff, volunteers, and Board members seeking clarification on governance-related matters.</li> </ul> <p><b><u>Skills/Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>● Strong understanding of nonprofit governance, bylaws, and policy frameworks.</li> <li>● Experience in policy writing, review, and amendment processes.</li> <li>● Excellent organizational skills with attention to detail and document accuracy.</li> <li>● Strong written and verbal communication skills, with the ability to explain governance concepts in clear, accessible language.</li> <li>● Ability to work collaboratively with diverse teams, including Board members, committees, and staff.</li> <li>● Discretion, professionalism, and sound judgment in handling sensitive governance matters.</li> <li>● Familiarity with the 2SLGBTQ+ community and Pride Winnipeg’s mission is an asset.</li> <li>● Prior experience in a governance, administrative coordination, or board support role is an asset.</li> </ul>			



## Pride Winnipeg Festival

Last Updated On:	08-14-2025	Updated By:	Brittney Frias
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