

Policy Committee Member

Volunteer Position

Purpose

The Policy Committee is responsible for:

- providing oversight and review of existing policies and policy proposals with a view to ensuring the integrity and coherence of the “BC Greens Policy” document;
- drafting policy proposals in consultation with the Party Leader, Executive Director, Provincial Council, BC Greens members and other stakeholders or learned individuals; and
- ensuring that the BC Greens have a comprehensive suite of policies sufficient to address environmental, economic, social and fiscal sustainability in British Columbia.

Term

The Policy Committee Chair will commit to a term from July 1, 2022 - December 1, 2024.

Achieves purpose & goals through

Committee expectations	<ul style="list-style-type: none">• Participating in a regular meeting schedule• Following consensus decision making process and if consensus can not be reached, a simple majority will decide the outcome• A willingness to work on a broad range of policy issues
Policy Committee Meetings	<ul style="list-style-type: none">• Identifying gaps within existing policies• Identifying and prioritizing new policies that need to be created• Scheduling policy discussions (roundtables, town halls, etc) with policy area experts and members• Identifying and recruiting subject matter experts to lead or participate in discussions
Member & Voter Engagement	<ul style="list-style-type: none">• Ensuring regular town halls, roundtables or other engagement events are held on the policy areas identified by the Policy Committee• Arranging at least one policy area expert participates in each engagement event• Overseeing minutes or notes are taken at each event, and that the policy committee reviews these notes to schedule follow-up discussion events• Encouraging members to use the learning from these discussions to generate policy proposals• Attending engagement meetings• Inviting and supporting the development of member submissions• Assisting with contacting members who submit a policy motion to explain

	<p>the review process</p> <ul style="list-style-type: none"> Helping with responses to member's questions via the policy@inbox
Policy Development Process	<ul style="list-style-type: none"> Assisting with the development and management of a policy framework for the effective development of the BC Greens Policy Document Identifying current policy issues, existing policy gaps and making recommendations Creating a process for members to suggest discussion topics and for members to submit revised or new policy.
Transition	<ul style="list-style-type: none"> Supporting the onboarding of the new Policy Chair
Data Management	<ul style="list-style-type: none"> Ensuring all work is completed on the Policy shared drive and is not held personally by committee members

Work experience and education requirements

Work experience	<ul style="list-style-type: none"> Either exposure to or experience with policy development and research with experience in
Education	<ul style="list-style-type: none"> Exposure to equity, diversity & inclusion practices

Required skills, knowledge and abilities

Policy	<ul style="list-style-type: none"> A basic understanding of policy development Ideally some experience with policy research and writing
Learning	<ul style="list-style-type: none"> A willingness and an ability to learn about new policy areas
Organization	<ul style="list-style-type: none"> The ability to organize your thoughts and work-product when working on a wide range of issues simultaneously
Building relationships	<ul style="list-style-type: none"> The ability and desire to work towards consensus decisions with a commitment to finding solutions that everyone actively supports Able to actively listen, ask questions, be patient and engage people in collaborative, respectful conversations Constructively and professionally engage in conversations with someone where there is conflict or unwelcome information
Communication	<ul style="list-style-type: none"> Strong verbal and written communication skills
Building relationships	<ul style="list-style-type: none"> Able to actively listen, ask questions, be patient and engage people in collaborative, respectful conversations Constructively and professionally engage in conversations with someone where there is conflict or unwelcome information
Information technology use	The ability to quickly learn and use a variety of IT products, including but not limited to:

	<ul style="list-style-type: none"> • Google Calendar Document, Sheets, Slides organized for shared use by hundreds of people • Gmail • Microsoft Word, Excel • Zoom, Google Meet • Slack
Event planning	<ul style="list-style-type: none"> • Aiding the event planning to achieve intended outcomes.
Equity, diversity and inclusion	<ul style="list-style-type: none"> • Can talk about person privilege and/or oppression, the role that it plays in primarily volunteer organizations, and actions taken to create a more equitable, diverse and inclusive workplace or volunteer team
Availability	<ul style="list-style-type: none"> • Meet twice per month with the committee • Availability some evenings and occasional weekend for policy sessions