

January 5th, 2023

Attn. Raquel Insa, Director of Governance

Dear Raquel,

Thank you for agreeing to serve Hispanotech's Members as Director in charge of the Governance Committee for 2023.

Hispanotech aims to be Canada's leading association of professional immigrants, with the mission of helping Latin American professionals enter the Canadian job market, succeed in their careers, and give back to the community.

Being a Hispanotech Director is a privilege that entails several **responsibilities**, such as:

- Providing direction to the association as it pertains to your Committee's objectives.
- Making sure you have the resources – financial, Volunteers, equipment and software – available to your team to fulfill the expectations outlined in this Letter.
- Providing guidance to your team to perform their functions effectively and efficiently.
- Being responsive and proactively engaged in the affairs of the association, including:
 - Reviewing your Hispanotech.ca mailbox at least twice a week
 - Preparing for and participating in all Board Meetings
 - Making an effort to attend events we organize or sponsor
- Ensuring the operational continuity of your Committee and the association, by identifying and grooming your potential replacements, and making sure processes and procedures are documented and followed.
- Cooperating with the other Directors and Committees to fully leverage our capabilities and deliver a seamless experience for our Members.
- Immediately escalating to the Board of Directors any issues you become aware of that may have a negative impact on the association.
- Notifying the Board as early as possible if you feel you are, or will be, no longer able to effectively discharge your duties.

The **overall objectives** of the Committee you direct are to:

- Ensure compliance with all regulatory requirements and ethical guidelines for non-profit organizations, as well as good governance best practices.
- Ensure Hispanotech's mission and objectives are supported through adequate policies and processes with full transparency and in alignment with our bylaws.
- Support Committees in creating frameworks, guidelines, and documentation to enhance the rollout and operation of our programs.
- Organize and execute the Annual General Meetings.
- Oversee and support the functions of Hispanotech's Treasurer and Secretary.

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Your additional **specific goals for 2023** are as follows:

- Finalize and publish Hispanotech's Policies & Procedures document.
- Update and publish the Hispanotech's Roles & Responsibilities document.
- Finalize and publish the Document Management Guide.
- Update and publish the Director's Handbook.
- Working with Operations Committee, finalize and publish the Volunteer's Handbook.
- Working with Member Services Committee, create and publish the iAMS Operations Manual.
- Working with Mentorship Committee, create and publish the Mentorship Program Delivery Manual.

Please sign below to indicate your understanding and acceptance of this Mandate Letter, or immediately communicate any questions or issues to Hispanotech's President and/or Secretary.

Thanks again for your commitment to help further Hispanotech's mission.

Best regards,

Carlos Paz-Soldan, MBA
President
Hispanotech.ca

Raquel Insa
Director, Governance
Hispanotech.ca