

VOLUNTEER OPPORTUNITY

Conflict of Interest & Governance Support Lead

Help PoCo FC stay organized, fair and accountable behind the scenes.

Community Club

Volunteer Leadership

Governance Support

POSITIONS

1 volunteer

ROLE TYPE

**As-needed
support role**

FOCUS

Fair process

SUPPORT

**Forms and
templates**

CONTACT

Craig Widmer

PoCo FC is looking for 1 volunteer to help support our conflict of interest and governance processes. This is an important role for the Club and will help make sure important documents, disclosures and process checks are handled in a clear and organized way.

What this role is really about

This role is not about making decisions for the Board. It is about helping the Club stay organized, protect fair process and make sure possible conflicts are identified, documented and brought forward to the right people when needed.

What the Lead may help with

- Support the annual conflict of interest disclosure process.
- Help collect and track signed governance documents.
- Support confidentiality and proper recordkeeping.
- Help make sure conflict checks are completed when required.
- Help identify when a possible conflict should be brought forward.
- Support the organization of governance files, forms and templates.

Who this role is best suited for

- Someone who is organized and detail-focused.
- Someone who understands the importance of confidentiality.
- Someone who can stay neutral, fair and steady.
- Someone who is comfortable handling sensitive information.
- Someone who communicates clearly and respectfully.
- Someone who follows through and keeps good records.

Helpful experience

This role would be especially well suited for someone with experience in one or more of these areas:

- Governance, board support, or committee support.
- Administration, records management, or document control.
- Human resources, policy, compliance, or privacy work.
- Legal office, corporate records, or confidential file support.
- Nonprofit, school, sport, or community organization leadership.

Training, time and support

PoCo FC will provide the forms, templates and process documents needed for the role.

- Review of PoCo FC conflict of interest and governance processes.
- Confidentiality and recordkeeping expectations.
- Safe Sport awareness or policy review where applicable.
- Support from the President, Secretary, Executive Director and Board.

Time commitment: as needed, with busier periods around Board onboarding, AGM preparation and annual disclosure collection.

This role supports good process.

The Conflict of Interest & Governance Support Lead does not replace the President, Secretary, Board, or any formal decision-making process. The role helps the Club stay organized and makes sure concerns or possible conflicts are brought to the right place.

Why this role matters

Good governance helps protect players, families, volunteers, staff and the Club. If you are someone who is organized, fair, trustworthy and wants to help PoCo FC run properly behind the scenes, we would love to hear from you.

Craig Widmer
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