

Caldwell Family Centre – Voluntary Board Member - Governance Leader

The Caldwell Family Centre (CFC) is recruiting for a qualified candidate to join the Board of Directors to assume the role of Governance leader.

Mission: *The Mission of the Caldwell Family Centre is to reduce the impact of poverty in Ottawa.*

Vision: *Our vision is a city without poverty where all residents live with dignity.*

The Board's Role: The Board's role is to ensure that the Centre establishes strategic priorities and maintains the trust of the community by being clear in its mission, prudent and ethical in its activities, and accountable for its actions. Board Members are individual role models and inspire others to contribute their talent and support to the community. The Board's focus is on governance, planning, policy-making, and strategic direction. The ideal candidate will have the time to offer meaningful contributions, and the skill-set, expertise and experience necessary to guide the organization to continued success

The Governance Board Member is Responsible to: Board of Directors (Chair)

Remuneration: Service on CFC's Board of Directors is without remuneration

Term: Board members are elected by the Membership for (renewable) 3-year terms.

General Responsibilities of Board Members

- Committed to the mission and work of the Caldwell Family Centre;
- Prepare for, attend and participate in monthly board meetings (and other meetings as required);
- Foster a positive working relationship with other Board members and CFC's Executive Director;
- Promote the organization in the community;
- Actively participate in fundraising activities;
- Actively participate in evaluation and planning efforts;
- Participate in various activities for the organization as needed throughout the year.

Responsibilities of the Governance Committee Leader:

The Governance board member ensures governance accountability of the organization to enable service delivery and ensure ongoing delivery of its Mission. The board member:

- Leads the Governance Committee; leading monthly meetings and reporting back to the board;
- reports to the Board and general membership on governance requirements and updates;
- adds and maintains documentation including policies, and procedures as appropriate for the CFC;

The ideal candidate will possess the following skills and attributes:

- Business background or non-profit background; Legal background is an asset
- Experience drafting policies would be an asset
- Demonstrated leadership stature in philanthropy, community service, business, government or the charity sector;
- Ability to think strategically – a Visionary;
- Planning and analyzing ability;
- Strong Communicator;
- Active Volunteer;
- Knowledge of Board Governance;
- Connected in the Community;

- Personal qualities of integrity, credibility, and a passion for improving the lives of others
- Be 18 years of age or older and not have an undischarged bankruptcy.

Time Commitment: 5-10 hours per month for 3 years.

Evaluation: Self and by the Board annually.

The Caldwell Family Centre is committed to recruiting diversity on the board and encourages applications from women, transgender, non-binary, and LGBTQ individuals; First Nations, Metis, and Inuit individuals; Newcomers, persons with disabilities, and members of racialized and marginalized groups. We believe our work is stronger when it benefits from the experience, knowledge and wisdom of people who have lived experience.

How to Apply: Candidates interested in joining the Caldwell Family Centre Board of Directors are invited to submit a cover letter and resume to HumanResources@CaldwellCentre.ca. For more information on the Caldwell Family Centre and the important work we do, please visit our website at www.CaldwellFamilyCentre.ca.