

## Board of Directors - Member Volunteer Position Description



### Summary

The Board of Directors is responsible for organizational governance, which includes ensuring adequate resources are in place to fulfill the charity's mission, providing strategic leadership, ensuring that the charity is complying with relevant legislation and policies, and monitoring risk and accomplishment of goals. Members of the Board of Directors are volunteers and serve without remuneration and are aiding in our efforts to support women impacted by homelessness across North America and the UK.

### Duties & Responsibilities:

- Attend quarterly Board meetings and committee meetings, and work in close collaboration with the Executive Director
- Based on professional experience, provide leadership and guide the strategic direction of the organization with focus on ensuring: resources are in place, compliance with relevant legislation and policies, and associated risk to the organization is monitored and minimized.
- **Diligence.** Act reasonably and in good faith. Consider the best interest of the organization and its members.
- **Loyalty.** Place the interest of the organization first without using your position to further personal interests.
- **Obedience.** Act within the scope of the law. Follow the policies and regulations that apply to the organization.

### Qualifications:

- An exceptional understanding of the organization's history, mission and vision
- Strong leadership to drive change and help achieve our mission
- We are particularly interested in members with professional experiences in: non-profit law, governance, fundraising, finance, marketing and anti-oppression work.
- Excellent verbal and written communication skills
- Capable of maintaining strict confidentiality of organizational information
- Knowledge of or interest in issues affecting women impacted by homelessness

**Technology Capabilities Requirement:** Remote access ability. You will be required to use your own computer/laptop and will be given access to a Shoebox gmail account that you will use to conduct all Shoebox related correspondence on our behalf. You will need to have the ability to conduct phone or video interviews using google meets.

**Requirements/Screening:** Volunteer Application, Resume, Interview, Reference Check

**Time Commitment:** 5-15 hours per month

**Duration:** 3 year term

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**Benefits of Volunteering:** Utilize your professional skills to play an active role in helping women impacted by homelessness, build valuable skills that are transferable, be a positive member on a team, gain experience, letter of reference may be provided if requested, upon completion of commitment duration.

*We value and are strongly committed to equity, inclusion and diversity within our organization. We welcome and encourage applications from all gender identities and expressions, LGBTQ+, religious backgrounds, people of colour, Indigenous peoples, and persons with disabilities. Should you be in need of any accommodation please let us know by phone or email. Accommodations will be made upon request wherever possible and all information provided will be handled confidentially.*