

Our mission is to end abuse and violence by empowering women and their children through the provision of safe shelter, counselling, education and community partnerships.

### Board Member - Job Description

**Purpose:** The board of directors is the legal authority for Women's Place of South Niagara Inc., an incorporated, non-profit, charitable organization which operates two women's shelters in the Niagara Region. By providing effective governance and strategic leadership, and by acting as ambassadors for Women's Place, board members ensure that the agency is able to effectively continue its efforts to provide safe shelter and support services to women and children fleeing abuse in our community.

**Location:** Board meetings typically take place at the agency's Niagara Falls shelter, Nova House. Members will also be asked to participate in other events and activities throughout the agency's service area of South Niagara (Niagara Falls, Welland, Pelham, Wainfleet, Port Colborne, Fort Erie and surrounding areas).

### Schedule:

**Board Meetings:** Board members are required to reliably and actively participate in regular board meetings, which generally occur at 6pm on the fourth Tuesday of every month (meetings may not take place during the summer). Participation may also be required at ad-hoc or emergency meetings. Members should expect to take on additional tasks to carry out the work of the board between meetings and to assist the agency in attaining its goals (e.g., attend meetings, make phone calls, send emails, thank donors or volunteers, ask for in-kind or monetary donations).

**Committee Meetings:** Board members are also required to participate in at least one of the agency's fundraising or governance committees. Committee schedules vary throughout the year, but board members should expect to attend approximately one committee meeting per month. Additional time will often be required between meetings to support the work of the committee.

**Fundraising Events:** As public ambassadors of Women's Place, board members are required to attend fundraising events hosted by Women's Place (e.g., the Women's Place Book Riot, Join the WAVE Walk for Women's Place, and Brunch, Bid & Bowl) as well as occasionally represent Women's Place at fundraisers hosted by community partners on the agency's behalf.

*In general, a board member can expect a time commitment of approximately 8-10 hours per month, with additional hours possible if more responsibility is assumed.*

**Number of volunteers required:** 12

## **Key Responsibilities:**

- Provide sound management and governance of the agency, ensuring that the agency is held accountable to its clients, employees, volunteers, members, funding agencies, donors and the general public
- Publicly endorse the mission, vision, and values of Women's Place of South Niagara Inc.
- Review, and approve policy and other recommendations received from the board, its standing committees and senior staff (e.g., significant changes in programming and services, agency by-laws, governance policies and procedures)
- Make policy recommendations to the board
- Review and approve capital expenditures and the agency's annual budget
- Work with fellow board members to appoint an independent auditor to annually audit the agency
- Participate in strategic and financial planning for the agency, establishing long- and short-term goals and ensuring that the financial structure of the agency enables these goals to be met
- Ensure that the agency complies with all legal requirements for which the board may be held liable (e.g., employment standards, human rights, CRA requirements, occupational health and safety)
- Hire, monitor, advise, and support the agency's Executive Director
- Support the agency's fundraising initiatives through personal donations, by participating in fundraising events, activities and committee work, and by connecting with donors and potential donors on behalf of the agency
- Recommend additional members to the board as needed
- Be aware of and refrain from any conflict of interest

**Reports to:** President, Board of Directors

**Term of Duty:** Directors are elected to the board for a term of two years at the Annual General Meeting. A director may be elected for two subsequent terms of two years, for a total of up to six years.

## **Qualifications:**

- Supportive of the mission and values of Women's Place and willing to act as an ambassador for the organization in the community
- Experience with not-for-profit organizations considered an asset
- Knowledge of and skills in one or more of the following areas: organizational management, financial management, fundraising, marketing/public relations, legal services, human resources, government relations, or advocacy
- Able to reliably commit the time required to attend board and committee meetings, attend fundraising events, and complete additional tasks as delegated by the board and any committees to which the member belongs, including responding to correspondence in a timely manner
- Strong networking and communication skills
- Able to work well as a member of a team and independently, and to foster a respectful work environment
- Accountability

- Able to follow through with assigned tasks
- Able to perform duties in a manner that respects the confidentiality of Women's Place clients, staff, and volunteers

**Training:** All Women's Place volunteers, including board members, are expected to attend a volunteer orientation session (these sessions are offered regularly throughout the year). New board members receive an orientation manual and are assigned a mentor at the September board meeting to support their initiation into the board of directors. Board members must also be willing to participate in professional development opportunities and inform themselves about the services of Women's Place and the issues of dating and domestic abuse.

**Age Requirement:** 18+

## **Additional information:**

### Criminal Record Check

All board members are required to obtain a satisfactory basic criminal record check. Women's Place staff will provide the paperwork necessary to obtain this check, and can provide reimbursement upon request if the original of the police check and a receipt are provided.

### Additional Documentation:

Volunteers working at either shelter are required to sign a confidentiality agreement. Board members will also be asked to sign a conflict of interest form.

## **How to apply**

Interested applicants should complete the [board application](#) found on the Women's Place website ([www.womensplacesn.org](http://www.womensplacesn.org)). Please note that applicants will be contacted as needs arise in the organization. You may not receive an immediate response if no positions are currently available. Volunteers who are not already involved in the organization will be asked to take part in a phone interview. All applicants under consideration will take part in an in-person interview. References will also be required.

Please direct any questions to Jennifer McQuestion, Community Engagement Manager at [jmcquestion@wpsn.ca](mailto:jmcquestion@wpsn.ca) or 905-356-3933 ext. 239.