

Big Brothers Big Sisters Windsor Essex (BBBSWE) is currently looking for qualified candidates to join the:

## Board of Directors

BBBSWE is currently seeking to fill a multiple positions on their Board of Directors. Board members are responsible for strategic oversight of BBBSWE operations and ensuring sustainability and excellence in service. Specific duties will include, but are not limited to: policy administration; evaluation of Agency operations against standards of performance; representing BBBSWE in the community and at Agency events; selection and evaluation of the Executive Director of the Agency; approving and monitoring the corporate finances of the Agency. The term of each Board Member is 3 years, with an estimated commitment of approximately 6 hours per month. Each board member is required to sit on at least one sub-committee of the Board of Directors.

### EXPECTATIONS OF SUCCESSFUL CANDIDATE:

- Prepare for, attend, and actively participate in the monthly board meeting by asking questions to clarify issues; by expressing your views; by listening to and considering the views of others; by changing your opinion if the situation warrants; and by making decisions
- Join and attend sub-committee meeting best suited to benefit from your expertise
- Guide the organization towards a sustainable future, establishing the strategic direction
- Ensure compliance with legal, financial and contractual obligations
- Ensure policies reflect community and membership
- Provide guidance and support to the Executive Director
- Participate in Strategic Planning to establish the organization's vision and direction (June 2018).
- Ensure the financial health of the Agency
- Ensure the organization has sufficient and appropriate human resources
- To direct organizational operations and ensure effective community relations

### REQUIRED SKILL SET:

- The Board is currently seeking applicants in leadership positions in the fields of HR, Law, Finance & Accounting or Community Development
- Experience in Board Governance is considered an asset, but not a requirement
- Proficient written and verbal communication
- Team player
- Knowledge of the needs of the Windsor Essex Community
- Alignment with BBBSWE values

### HOW TO APPLY:

Interested and qualified individuals who are passionate about community service are encouraged to apply. Interested applicants are invited to submit a cover letter, resume and candidate application via email to Danielle Gifford at [giffordd@uwindsor.ca](mailto:giffordd@uwindsor.ca) by May 2nd, 2018. We thank all interested volunteers; however only short-listed candidates will be contacted for an interview.

### MORE ABOUT BIG BROTHERS BIG SISTERS WINDSOR ESSEX

Big Brothers Big Sisters of Windsor Essex is a not-for-profit organization supporting youth, families and adult volunteers in mentoring relationships where youth gain life experience and achieve personal growth. Since 1968, utilizing a variety of programming structures, we've been successful in matching thousands of adult role models to vulnerable and at-risk youth ages 6 to 16 who need them. Our agency operates under a Nationally Federated Agency model, with Agency operations managed uniquely and distinctly by individual agencies. All staff and volunteer recruitment, program and fund development, sponsorships, etc., necessitate a strong local presence, solid local community partnerships, donors and others who locally support our work. In 2017 we served 850 kids, a steady and continual increase again, since 1968.

*BBBSWE is committed to equity and supports diversity in our environment. We encourage applications from members of the designated groups (women, aboriginal peoples, visible minorities, persons with disabilities, and all sexual orientations).*