

Board of Directors Volunteer Position

Extend-A-Family Waterloo Region - a non-profit organization committed to working side by side with families to promote inclusion and serve people with special needs - is seeking *Members* for its Board of Directors. EAF's volunteer Board is made up of community members and supportive family members, who champion and advocate for the organization's mission, vision and values on behalf of its membership, and guide the strategic direction for the organization.

Key Responsibilities

- Review, provide input and ask questions regarding staff reports, financial statements and strategic imperatives.
- Provide input into the development of the Strategic Plan and evaluate progress on an ongoing basis.
- Participate in visioning, SWOT (strengths, weaknesses, opportunities, threats) analysis and other activities designed to define and approve the vision, mission and values of the organization, including long-term strategic goals.
- Prepare, attend and participate in five Board meetings annually.
- Participate in one or more of the following Board committees: Finance, Strategic Imperatives, Human Resources, Membership, Policy Planning and Evaluation and complete tasks as required.
- Participate in the recruitment and evaluation of the Executive Director as required.
- Monitor and evaluate risk for the organization.

Desired Skills Should Include Some of the Following

- Belief in / Support of the Organization's Mission
- Financial
- Accounting
- Legal
- Involvement with Government Funded Services in the Not-for-Profit Sector
- Lobbying
- Marketing and Personal Relations
- Risk Management
- Technology / IT

Other Desired Assets

- Board of Directors Experience
- Succession Planning
- Community Affiliation / Access
- Fundraising Experience
- Disability Services and/or the Ministry for Child and Youth Services
- Strategic Planning
- Organizational Management
- Social Services Knowledge
- Leadership

Working Conditions

Preparation, attendance and participation in Board meetings (scheduled on Saturdays) are required. Participation in one or more Board committees is expected. Participation in annual campaigns, fundraisers, ongoing advocate, staff recognition events etc. is appreciated.

Application Process

Interested parties may submit their resumes to: EAF Membership Chairperson, c/o heatherd@eafwr.on.ca.