



## Caldwell Family Centre – Volunteer Board Member

The Caldwell Family Centre (CFC) is recruiting for two (2) qualified candidates to join the Board of Directors, effective May 2025.

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

**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 candidates will have the time to offer meaningful contributions, and the skill set, expertise and experience necessary to guide the organization to continued success.

**Remuneration:** Service on CFC's Board of Directors is voluntary and 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
- Participate in at least one Board level committee and ad-hoc activities for the organization as needed throughout the year, including evaluation and planning efforts
- Promote the organization in the community
- Willingness to engage personal networks for fundraising activities

### General Skills and Abilities:

- Demonstrated leadership in philanthropy, community service, business, government or the nonprofit sector
- Ability to think strategically
- Strong Communicator
- A commitment to and understanding of CFC's beneficiaries and the social services sector, preferably based on experience
- Personal qualities of integrity, credibility, and a passion for improving the lives of others

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

**Evaluation:** Self and by the Board annually.

**How to Apply:** Candidates interested in making a difference in the community by becoming a Board member are invited to submit a cover letter and resume to the Board Chair, [paula.klein@caldwellcentre.ca](mailto:paula.klein@caldwellcentre.ca). For more information on the Caldwell Family Centre and the important work we do, please visit our website at [www.CaldwellFamilyCentre.ca](http://www.CaldwellFamilyCentre.ca).