

**Invitation for Applications**  
**Board of Directors Big Brothers Big Sisters of South Niagara Inc. (BBBSSN)**  
**Helping Children Within South Niagara Achieve Their Full Potential!**

The Board is responsible for determining the mission, vision, and direction of the organization.

**Members of the Board shall:**

- Act in a position of trust for the community by setting policies that will guide and protect BBBSSN and its stakeholders
- Be responsible for the effective governance of the organization and provide support and guidance to the committees reporting to it
- Make decisions that are in the best interest of BBBSSN
- Speak with one voice publicly and support all organizational decisions.

**Specifically, tasks may include:**

- Assessing and approval of the Strategic Plan, along the specific objectives (needed to execute Strategic Plan) as set forth by BBBSSN management
- Monitoring the execution of Strategic Plan and objectives
- Assessing and approval of the scope of activities, programs, and services set forth by BBBSSN management
- Approving program plans which fulfil agency strategic plan
- Provide governance with respect to BBBSSN and stakeholders/partner organizations
- Approving organization's annual budget; monitoring it monthly
- Human resource functions with respect to the Executive Director including but not limited to involvement in performance and compensation reviews
- Assessing and approval of significant operational issues facing the organization as needs arise

**Requirements of Board membership include:**

- Demonstrate commitment to the agency's mission, vision and values
- Devote the necessary time to attend 80% of the scheduled board meetings (approx. 2hrs monthly excluding July and August) and not miss more than 3 board meetings. Board members are also expected to participate on at least one committee (approx. 10-15hrs/year)
- To devote the necessary time to board orientation and preparation for board meetings (thoughtful reading of monthly agency board packages and timely response to communications)
- To be open to participation in learning days, community projects, and special events
- Willingness to contribute to the identification of individuals, organizations, businesses and industries that would benefit from participating in and support of our program(s)

- Personal integrity and objectivity, declaration of ongoing conflicts of interest that would prevent them from fulfilling their responsibilities as member of the board
- Serve as “Community Champions” of BBBSSN as an advocate with community leaders and members within the agency’s service delivery area
- To exercise at all times:
  - Leadership
  - Teamwork/consensus building
  - Systems thinking/vision
  - Sound judgment on difficult and complex matters that may come before board
  - Honour confidentiality

## **Term**

To ensure board succession and continuity, membership on the board is a yearly term, limited to six consecutive years. During the recruitment process, the Board will work the agency’s board succession planning policy. Board members may be released at the end of the elected term, or by resigning, according to the Terms of Reference Policy.

## **Qualifications and Skills**

For the board term beginning September 2017, ideal board members possess one or more of the following qualifications and skills:

- Be an alumnus of Leadership Niagara or similar community leadership program
- Have an understanding of the Not-for-Profit sector and/or needs of Niagara community
- Have direct experience with or a solid understanding of marketing and/or public relations
- Have legal experience
- Have marketing experience
- Have financial experience

## **Benefits of Volunteering with BBBSSN**

Volunteer board members may benefit from:

- Opportunities for community engagement
- Networking with and supporting the development of future community leaders
- Building board skills while fulfilling the agency’s vision and mission

## **How to Apply**

Questions and/or interested candidates contact Barb Van Der Heyden, Executive Director at [barb.vanderheyden@bigbrothersbigsisters.ca](mailto:barb.vanderheyden@bigbrothersbigsisters.ca) by August 11, 2017. Applicants are requested to

include a short description (1-3 paragraphs) expressing why they are interested in the position, their professional and/or volunteer experience, and specific skill sets that they possess.