

Board Member Job Description

Mission:

ACCES Employment assists job seekers from diverse backgrounds who are facing barriers to employment, to integrate into the Canadian job market. We achieve this by providing employment services, linking employers to skilled people and building strong networks in collaboration with community partners.

Our Board of Directors' People Committee is currently seeking applications from individuals with expertise and experience in **Finance**, including but not limited to accounting, auditing and internal controls/systems implementation.

Position: Board of Directors (Volunteer)

Term: 3-years

Time Commitment:

The Board of Directors meets four times per year, in January, March, June and November on the third Wednesday of the month from 6:00 – 8:00 p.m. at our downtown location. In addition Board Members are required to attend the ACCES Employment Annual General Meeting in September and an Annual Board Planning Day in the Spring. Members are expected to join at least one Board Committee, according to their area of expertise. Committees of the Board meet an average of three times per year. Board Members may be asked to attend special events or meetings and/or participate in ad-hoc working groups to address emerging issues, as they are determined.

Duties and Responsibilities:

- Provide organizational leadership and representation
- Exercise fiduciary role to ensure the organization is properly managed
- Contribute to resource development and fundraising strategies by making new introductions for engagement opportunities
- Regularly assess risks and whether and how such risks should be mitigated
- Help communicate and promote ACCES Employment mission, objectives and services
- Participate in stewarding the mission and strategic direction of the organization and approve significant goals and objectives to achieve these ends
- Review the strategic plan and progress, and on-going evaluation
- Approve the annual budget, review periodic financial reports and ensure the proper internal controls are in place
- Maintain legal status; ensure the proper documents are submitted to appropriate bodies.
- Contribute and approve significant organizational policies and conduct periodic reviews
- Participate and engage actively in all Board and Board Committee responsibilities and activities

Qualifications:

- CPA, CFA designations preferred
- Extensive work experience in Finance/Business field (e.g. accounting, audit and risk, internal controls/systems implementation, financial analyst)
- Leadership accomplishments in business, government, philanthropy or the non-profit sector
- Excellent written and oral communication skills
- Ability to cultivate relationships, convening, facilitating and building consensus among diverse individuals
- Previous board experience and governance knowledge an asset
- Experience in strategic planning, financial management and government relations
- Integrity, credibility and diplomacy

Application Process:

If you are interested in applying for this volunteer position, please email your expression of interest and a copy of your Curriculum Vitae to: hr@accesemployment.ca by Friday, May 26, 2017. Shortlisted candidates will be contacted for an interview with the Board of Directors' People Committee.