

University Settlement

23 Grange Road, Toronto ON M5T 1C3
Telephone: 416-598-3444 Fax: 416-598-4401
Website: www.universitysettlement.ca
Charitable #: 119279412RR0001



Over 100 Years of Service in the Community

JOB TITLE: Board Member
POSITION TYPE: Volunteer
COMMITMENT: Three-year term
DEADLINE: March 31, 2018

University Settlement is a multi-service agency that was founded in 1910 and has the distinction of being the first community-based social service centre in the City of Toronto. Serving some 10,000 people annually, University Settlement's three offices are part of culturally rich and vibrant neighborhoods in downtown Toronto and North York.

University Settlement helps individuals and families to learn and grow by engaging them in social, cultural, recreational and educational opportunities through services such as settlement, English language classes, employment programs, senior services, children's programming, homeless programs, music and arts education, and daycare. In addition, our main site hosts a full recreation centre with pool, gym and state of the art fitness facility. We have an annual budget of approximately \$5.5 million and a staff of over 150. The Board of Directors is comprised of 15 members who represent the diversity of the communities we serve.

Please note that at this time we are specifically looking for individuals with fundraising, financial, IT, or marketing/communications backgrounds as well as individuals who work/live in our communities and/or are users of services at the agency.

RESPONSIBILITIES:

- To govern the affairs of the organization on behalf of its members and to do so reasonably, prudently and in good faith in accordance with the agency's bylaws, rules and regulations
- To establish or update the governing policies of the organization
- To be well informed about the activities and finances of the organization
- To take reasonable steps to manage the risks inherent in governing a registered charity
- To approve and monitor the annual budget
- To attend board meetings
- To participate in committees
- To partner with the agency in resource development activities including networking, donating, participating in fundraising and community events, and acting as an ambassador for the agency with contacts and connections
- To hire/fire the Executive Director
- To support the Executive Director who is responsible for the day-to-day management of the organization
- To seek training, as needed, to fulfill the role of a Board member

Please send resume and cover letter by March 31, 2018 indicating your interest to:

BOARD NOMINATIONS c/o Patricia Jacobs, Executive Director
University Settlement
23 Grange Road
Toronto ON M5T 1C3
patricia.jacobs@universitysettlement.ca

