

# University Settlement

---

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



University Settlement  
Founded in 1910

## *Over 100 Years of Service in the Community*

**JOB TITLE:** Board Member  
**POSITION TYPE:** Volunteer  
**COMMITMENT:** Three-year term  
**DEADLINE:** March 31, 2019

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 experience in finance (CPA preferred) and individuals with experience and interest in fundraising, sponsorships, marketing or related backgrounds.*

### 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 participate in University Settlement's development activities including networking, donating, gift solicitation, attending fundraising and community events, and acting as an ambassador for the agency with contacts and connections.

### QUALIFICATIONS/EXPERIENCE

- Knowledge of the charity sector.
- Prior experience in serving on a non-profit Board is an asset.
- Experience and knowledge in at least one of the following areas:
  - Finance (CPA designation preferred).
  - Working with not-for-profit organizations on successful fundraising strategies and campaigns.
  - Marketing.
  - Sales or business development can also be an asset.

**Please send resume and cover letter by March 31, 2019 indicating your interest to:**

BOARD NOMINATIONS c/o Janet Mowat, Managing Director, External Relations and Development  
University Settlement 23 Grange Road, Toronto ON M5T 1C3 [janet.mowat@universitysettlement.ca](mailto:janet.mowat@universitysettlement.ca)

