

University Settlement

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Website: 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: April 16, 2021

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 8,000 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, 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 approximately 125. 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 legal experience and/or individuals with experience and interest in board governance. We welcome applications from community members.

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 organization'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, but not limited to networking, donating, gift solicitation, attending fundraising and community events, and acting as an ambassador for the agency with contacts and connections

QUALIFICATIONS/EXPERIENCE

- Experience in using services of University Settlement or similar community based social service centres is an asset
- 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 is an asset:
 - Employment law or charity law
 - Risk management/risk assessment
 - Board governance
 - Working with not-for-profit organizations on successful fundraising strategies and campaigns

University Settlement values the diversity of the people it works with and serves. Diversity at University Settlement includes fostering a Board in which individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths, *regardless of race, religion, colour, national origin, sex, disability, age, veteran status, and other protected status.*

Please email your resume and cover letter by 5:00PM EDT Friday, April 16 indicating your interest to:

Janet Mowat, Managing Director, External Relations and Development at janet.mowat@universitysettlement.ca

