



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

Board of Directors Recruitment Process

Job title: Board Member
Position Type: Volunteer
Commitment: Three-year term
Application deadline: April 24, 2026, 5 PM
Posted on: March 24, 2026

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 a pool, gym and state-of-the-art fitness facility. We have an annual budget of approximately \$5.5 million and a staff of approximately 140. The Board of Directors is composed 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 Finance, Accounting Marketing, Communications, Fundraising and HR Legal experience. 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, soliciting gifts, attending fundraising and community events, and acting as an ambassador for the agency with contacts and connections

QUALIFICATIONS

- User experience at University Settlement or a similar community-based social service centre
- Knowledge of the charitable sector
- Prior experience serving on a not-for-profit Board of Directors
- Senior management experience
- Experience and knowledge in at least one of the following areas:
 - Finance experience or CPA designation
 - Fundraising
 - Marketing/Communications
 - Employment law or charity law
 - Policy development or familiarity with Ontario’s *Not-for-Profit Corporations Act, 2010*
 - Risk management/risk assessment
 - Board governance
 - Strategic planning

University Settlement values diversity in all aspects, including race, religion, color, national origin, sex, disability, age, veteran status, and other protected statuses. To better reflect the diversity of the community we serve, we encourage candidates from all backgrounds and experiences to apply, including individuals who identify as Black, Indigenous, newcomers, and members of the 2SLGBTQIA+ community. This commitment not only enriches our decision-making processes but also aligns with our organizational values and strengthens our relationships with our community members. Preference will be given to individuals who are a part of the community.

Please email your resume and cover letter by 5 PM EDT Friday, April 24, 2026 indicating your interest to:

Priyanka Bakhshi, Manager, Development and Communications at info@universitysettlement.ca.

Thank you for your interest in joining University Settlement's Board of Directors.