

## **VOLUNTEER OPPORUNITY: MEMBER OF THE BOARD OF DIRECTORS**

### **About Charlotte Birchard Centres of Early Learning**

**The Charlotte Birchard Centres of Early Learning** is an incorporated, non-profit, charitable organization that offers early childhood education and care for children eighteen months to twelve years of age. The organization consists of two purpose built facilities: The Westboro Children's Centre, established in 1979 and the Greenboro Children's Centre, established in 1989. The two centres are licensed under the Ontario Ministry of Education. Together, they accommodate over 200 children and have a staff of 35 employees, the majority of whom are Registered Early Childhood Educators.

### **About the Charlotte Birchard Centres of Early Learning Board of Directors**

The **Charlotte Birchard Centres of Early Learning** Board of Directors are directors of an incorporated, non-profit, charitable organization and are legally responsible for the governance of the organization. Under the leadership of the President of the Board of Directors, Board members provide strategic planning and vision, oversight of the financial management and human resource planning, develop and implement corporate policies, and the by-laws.

### **Key Responsibilities of Directors**

- Attend monthly Board meetings and engage in regular Board business
- Inform and contribute to the work plan and outcome of at least one standing or ad hoc committee of the board
- Actively participate in planning and evaluation efforts
- Have a strong commitment to volunteerism

### **Abilities and Skills**

- Board membership helps you to both develop and learn new skills to support your professional development.
- The follow categories of skills or interests are required by the Board: early childhood education, accounting, communications, human resources, organizational management, communications, law, policy development, and project management

### **Meetings**

- The Board of Directors meet nine time a year between September and June (excluding December)
- Board meetings are held on the last Tuesday of the month from 7:00 p.m. to 9:00 p.m.

### **Committees**

- Board Members are expected to serve on at least one of the standing committees of the Board (Finance, Personnel, Governance, Marketing & Communications or ad hoc committee of the Board if applicable

### **Terms of Office**

- Board Members are elected for a one-year term and may serve up to three consecutive terms
- Time commitment: Approximately four to eight hours per month

### **Application**

- Please provide a recent cv and covering letter outlining the skills and contribution you would like to make to the board
- Select candidates will be invited to meet with members of the Board
- Please note the position is voluntary
- Please note that successful candidates will be asked to submit a Ottawa Police reference check

Please send your applications to the Board at [cbcelboard@gmail.com](mailto:cbcelboard@gmail.com) or contact the Executive Director, Cathy Romano-Franzese at [executivedirector@cbcel.ca](mailto:executivedirector@cbcel.ca)