



## Board Director Posting

ACCES Employment is currently seeking 2 individuals to join our Board of Directors

### **Our Mission:**

ACCES Employment assists job seekers from diverse backgrounds who are facing barriers to employment, to integrate into the Canadian job market. We achieve this by providing employment services, linking employers to skilled people and building strong networks in collaboration with community partners.

**Position:** Director, Board of Directors (Volunteer)

We currently have a focus on diversifying the board to ensure it is more reflective of the communities and the clientele that ACCES serves. As such, we are actively seeking candidates who identify as black, indigenous and people of colour.

**Term:** 3-years

### **Profile:**

We are looking for individuals with experience in the following areas:

**1. *A financial or accounting professional, with experience in audit/risk management and the capacity to fulfill the role of Treasurer***

*Requirements:*

- professional financial industry designation (CPA or CFA) in good standing
- an understanding of financial accounting for not-for-profit organizations
- able to analyze, summarize and articulate financial information at the right level of detail to facilitate decision-making at Board level
- able and willing to educate the Board on how to read and understand financial information

**2. *An individual with public policy, government relations or not-for-profit sector expertise.***

### **General Board Director Qualifications:**

- Leadership accomplishments in business, government, philanthropy or the non-profit sector
- Ability to cultivate relationships, convene, facilitate and build consensus among diverse individuals
- Previous board experience and governance knowledge an asset
- Experience in strategic planning, financial management and government relations
- Prior track record as a leader who models integrity, credibility and diplomacy

### **Time Commitment:**

The Board of Directors meets four times per year, in January, March, June and November.

In addition, Board Directors are required to attend the ACCES Employment Annual General Meeting in September and an Annual Board Planning Day in the spring.

Members are expected to join at least one Board Committee, according to their area of expertise. Committees of the Board meet an average of three times per year.

Board Directors may be asked to attend special events or meetings and/or participate in ad-hoc working groups to address emerging issues, as they are determined.

### **Duties and Responsibilities:**

- Responsible for stewarding the mission and strategic direction of the organization
- Provide organizational leadership and representation
- Exercise fiduciary role to ensure the organization is properly managed
- Participate and engage actively in all Board and Board Committee responsibilities and activities including: selection and support of the President and CEO, strategic planning, fiscal foresight, fundraising and development, advocacy for the mission of the organization and acting as ambassadors with stakeholders, government and the community
- Contribute to resource development and fundraising strategies by making new introductions for engagement opportunities and by donating to ACCES fundraising campaigns

### **Overview of the Board Selection Process:**

The recruitment and selection process of new Board Directors at ACCES Employment is overseen by the Board Chairperson and the People Committee of the ACCES Board. The formal selection process will include an interview and an opportunity for interested candidates to learn more about our services.

New Board Directors will be appointed to the Board on the recommendation of the People Committee and formally elected by the members of ACCES at our Annual General Meeting to be held on September 23, 2021.

**Application Process:**

If you are interested in applying for this volunteer position, please email your expression of interest and a copy of your resume to [gcondell@acesemployment.ca](mailto:gcondell@acesemployment.ca) by January 29, 2021.

Shortlisted candidates will be contacted for an interview with the Board of Directors' People Committee.

*We thank all applicants for their interest; however only those selected for an interview will be contacted.*

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**Please Note:** *ACCES Employment is an equal opportunity employer, strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff including, but not limited to, women, people of colour or members of racialized communities, indigenous people, persons with disabilities and persons of any sexual orientation or gender identity.*

**Accessibility and Accommodation:** *ACCES Employment is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment/volunteer opportunity, please advise our HR representative or hiring manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.*