



Board of Directors Volunteer Job Posting

Job Description:

Director of the Board for TransCare Community Support Services, a charitable, not-for-profit corporation, with an administrative governance model. TransCare® provides support services to people who need assistance due to illness, convalescence, disability or functional limitations related to aging.

Job Summary:

Manage the affairs of the corporation in the context of the board philosophy of decision-making by the "committee of the whole", and delegation of operational management to a Chief Executive Officer.

Key Responsibilities:

1) Governance

- Fulfill the responsibilities of a charitable director
- Be familiar with our bylaws; understand roles within the governance structure
- Know and promote the agency's objects, mission, vision and values
- Set and refresh strategic plans, and review operational plan execution
- Take on tasks related to board-level commitments in achieving strategic goals
- Monitor and mitigate organizational risk across the organization: client and staff safety; legal compliance; prudent fiscal management, contractual exposure and other areas of possible agency exposure

2) Procedural

- Regularly attend Board and Committee meetings; participate in other Board-related activities such as training sessions, community engagement sessions
- Prepare for meeting and agenda topics in advance, and actively participate in discussion and decision-making
- **Time commitment (approximate):** quarterly general Board Meetings (2 hours) and/or Committee meetings. Special ad hoc meetings may be called from time to time, as required. All meetings are currently virtual due to COVID-19 restrictions.
- Submit a signed copy of the Code of Conduct annually

3) Integrity

- Avoiding conflicts of interest, and/or declaring if conflict arises; operating in the best interest of the organization, and not in self-interest
- Respecting the confidentiality that pertains to Board discussions and documents

Requirements:

- A vulnerable sector criminal records check is part of the application screening process.*
- Being a member of the corporation is a co-requisite to being a director.

Skills & Attributes:

- Commitment to the Scarborough community and concern for the population the agency serves: seniors and adults with disabilities, and their caregivers.
- Education and/or experience, which will strengthen the board's overall governance capability in a changing social and health care environment.
- Respectful, cooperative and helpful interpersonal style, which makes a positive contribution to Board morale, enjoyment and productivity.
- Experience in the following sectors are an asset: Pharmacy, Physiotherapy/Occupational Therapy, Finance & Accounting.
- Volunteer Board experience is an asset, but not a requirement.

To Apply:

If you are interested in being part of this leading non-profit community support services agency, have expertise in any of the above-mentioned areas and can provide direction and leadership in improving support for Scarborough's most vulnerable residents, please submit your Letter of Interest and resume to cindy.tsoi@tcare.ca, quoting "Board of Directors Application" in the subject line.

We thank all interested applicants. However, only those selected for an interview will be contacted.

**Our agency serves a vulnerable population and assesses risk by the type of volunteer position and degree of unsupervised contact with clients*