



## **Pelham Cares is seeking VOLUNTEER BOARD MEMBERS**

Pelham Cares is looking for volunteer Board Members to join our team. Pelham Cares is a non-profit charity organization with a Board of Directors, staff and volunteers. We work to provide food, support and hope to those in need in our community.

### **Responsibilities**

Members of the Pelham Cares Board of Directors are responsible for the long-term strategic planning of the organization, acting in the best interests of volunteers and communities we serve. As a member of the board, a director must fulfill the legal duties of a not-for-profit director.

### **Qualifications**

- Personal integrity, trustworthiness and strong ethics
- Familiarity with policy-based governance model
- Ability to make informed decisions on important issues, basing such decisions on sound principles and common sense
- Ability to ask difficult questions and to voice opinions
- Excellent networking, interpersonal, and communication skills
- Objectivity, with the ability to form own judgments and opinions
- Passion and commitment to advance Pelham Cares, and an interest in the values of Pelham Cares

### **Desired Skillsets**

Ideal applicants may bring expertise in one or more of the following areas:

- Donor stewardship/fundraising
- Legal and Risk Management
- Non-profit Governance and Government Relations
- Human Resources
- Communications/Marketing
- Strategic Planning
- Advocacy



- Financial Management

### **Duties**

- Oversee all governance of Pelham Cares
- Makes decisions, solves problems, educates Board members, and plans for the future
- Ensure that operations are conducted in accordance with ONCA and the Food Banks Canada Standards of Excellence and other relevant legislation
- Formulate and establish policies and procedures
- Prepare, approve and monitor an annual budget
- Appoint the Executive Director of the organisation

### **Time Commitment:**

The Pelham Cares Board of Directors meets on the 3<sup>rd</sup> Tuesday of each month, except in July and August. Additional meetings may be scheduled to deal with any urgent matters as they arise.

Meetings are held at the Meridian Community Centre in Fonthill, from 9am-12 noon.

Members are expected to attend the Annual General Meeting, held each April in Fonthill.

Members are also expected to serve on Board committees, to liaise with community groups, and represent Pelham Cares at various events.

### **Interested?**

Interested applicants are encouraged to respond using the following email address:  
[info@pelhamcares.org](mailto:info@pelhamcares.org)