

BOARD OF DIRECTORS

Posting Date: August 2022

Overview

Since 1954, Community Living Cambridge (CLC) has been serving adults with developmental disabilities. The Agency is a progressive, community-based organization dedicated to creating opportunities to support people with disabilities to realize their citizenship, aspirations, and life opportunities.

Community Living Cambridge operates with a volunteer Board of Directors consisting of a maximum of thirteen (13) Directors. The Board of Directors is responsible for and has control of all the governance and policies of the Corporation.

Position Summary

- Regularly attends board meetings and important related meetings. There is a minimum of 10 Board meetings per year with a potential for special board meetings to be called with notice.
- Makes serious commitment to participate actively in committee work
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports
- Gets to know other committee members and builds a collegial working relationship that contributes to consensus
- Participates in fund raising for the organization
- Is aware of and in agreement with current bylaws of the corporation
- Completes all requirements to maintain the corporation's compliance with standards as prescribed by the funder

Ideal Candidates will have the Following Qualifications

- A background in accounting, law, marketing, fundraising, real estate and community or city development is an asset

- A commitment to and understanding of the primary stakeholders and beneficiaries of Community Living Cambridge, preferably based on current knowledge or experience
- Well-developed communication skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of the citizens of Cambridge who have a developmental disability
- Previous board or governance experience is an asset
- May not be an employee, or immediate family member of said employee of the Corporation or affiliates.
- Must be 18 years of age or older
- Must be a member in good standing of the Corporation

Leadership, Governance and Oversight

- Serve as a trusted advisor to the Executive Director and contributor in the development, implementation and evaluation of the agency's strategic plan
- Review outcomes and metrics created by CLC for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to board and committee meetings
- Review and approve the annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the Executive Director
- Assist the board president and Nominating Committee Chairperson in identifying and recruiting new Board Members
- Partner with the President and Officers of the Board, Executive Director of the agency and other board members to ensure that board resolutions are carried out
- Represent Community Living Cambridge to stakeholders; acting as an ambassador for the organization

Term of Office

- 3 years
- May serve a second consecutive 3-year term after which a break of at least one year must occur prior to another term of office.

Method of Appointment

- Nominated by the committee charged to identify potential candidates
- Elected to the Board of Directors by membership
- Submits a current Criminal Reference Check for the Vulnerable Sector

Insurance

- All Board of Directors are covered by insurance against any liability they incurred in their capacity as a director or officer of the Corporation, except where the liability relates to the individuals' failure to act honestly and in good faith with a view to the best interests of the Corporation.

Equity Statement

Community Living Cambridge (CLC) is situated on the Haldimand Tract, land that was granted to the Haudenosaunee of the Six Nations of the Grand River and are within the territory of the Neutral, Anishinaabe and Haudenosaunee peoples, and is currently home to many Indigenous peoples from across Turtle Island.

CLC is committed to equity, diversity, and inclusion in our policies and practices. We seek qualified candidates who will contribute to the value of diverse perspectives and we welcome applications from indigenous peoples, members of racialized communities, persons with disabilities, women, and individuals who identify as LGBTQ2S+.

If you are contacted for an opportunity, please let us know of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be kept confidential.

Application

To apply, please send your CV and cover letter to

Lawna Paulos

Executive Director

lpaulos@clcambridge.ca