



**Birchmount Bluffs
Neighbourhood Centre**

Come tell us your story and help us make new ones

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Charitable # 107842452RR0001

Birchmount Bluffs Neighbourhood Centre **Board of Directors Member**

Terms of Reference

Birchmount Bluffs Neighbourhood Centre is a charitable, multi-service neighbourhood based organization that offers a broad range of recreation, fitness, social and learning programs to all members of the community. Led by a locally elected volunteer board, we welcome people of all ages, backgrounds and abilities, to participate in our diverse programs and services.

The mission of BBNC is to work with diverse individuals, families and communities to overcome barriers and enhance quality of life by fostering social inclusion, developing skills and abilities, and collaborating with our partners to facilitate access to a range of flexible and responsive programs and services.

Board Member role:

- Develop, monitor and evaluate the organization's vision, mission and strategic direction
- Establish long and short term organizational goals, objectives and priorities
- Keep abreast of trends in the community
- Ensure effective management and operation of the organization through the Executive Director
- Ensure charitable and legal obligations are fulfilled
- Ensure the financial health of the organization through the establishment, approval and ongoing monitoring of budgets, financial statements, an annual audit and resource development (fundraising) strategies
- Participation on a minimum of one committee of the board
- Support for special projects
- Act as ambassador for the organization and work with the Executive Director to develop and implement community relations plans (partnerships, marketing, etc.)

Board Specific Information

- The BBNC Board of Directors is a volunteer board. Executive positions are elected / appointed from within the board membership following the Annual General Meeting
- We are currently recruiting 2-3 board member in the areas listed in the participation requirements
- The Board of Directors meets monthly September to June on a mutually agreed schedule
- There are times where additional meetings may be scheduled to discuss urgent items
- Board members are also required to participate on one committee of BBNC (dates and times vary by committee).
- One term is two years. Board members may sit on the board for a maximum of three terms (six years).



United Way
Member Agency

Participation Requirements

- Demonstrated commitment to the vision and mission of Birchmount Bluffs Neighbourhood Centre
- Knowledge of effective governance practices
- Experience and/or interest in community benefit or public sector boards
- Skills, knowledge, and experience in any one of the following areas are a priority for our organization at this time:
 - **Business Law / Nonprofit Law**
 - **Human Resources**
 - **Fundraising**
 - **Computer/IT/Web/Information Management**
- Excellent communication skills
- Encouraging, tolerant and respectful of individual differences
- Energetic, enthusiastic, punctual and responsible

Benefits

- Opportunity to share leadership experience and professional skills to contribute to the services of a growing organization.
- Development of new skills in the areas of community benefit, governance and related responsibilities. Training & Orientation provided.
- Connect with peers and enjoy networking opportunities.
- Make a difference to the community of Scarborough Southwest.

Application and Screening Process

- Please forward your written application outlining why you are interested in BBNC, what your strengths are, your areas of expertise and contributions you feel you can make, along with your resume to nominations@bbnc.ca
- Members of the Board of Directors will schedule interviews starting in March 2017

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