

BOARD MEMBER

The Social Planning and Research Council of Hamilton (SPRC) invite community members who are interested in being a member of our volunteer Board of Directors.

The SPRC is a non-profit, registered charitable organization and a United Way funded agency. We are governed by a community-based Board of Directors and carry out our daily work through staff, students, and volunteers. We perform research, community development, and community planning in the City of Hamilton.

The Board strives to reflect the diverse perspectives of the Hamilton community and the range of skills needed to guide the work of the Council. The Board possesses a wide range of human resource skills, qualities, personalities, experiences, backgrounds and opinions. The dimensions of diversity include but are not limited to: culture, ethnicity, age, gender, gender identity, geography, language, physical and intellectual ability, racialized minorities, religion, sexual orientation and socio-economic status.

GENERAL ACCOUNTABILITY

Accountability to funders, consumers and other groups who are committed to the philosophy of equal participation among all citizens in community affairs.

TIME COMMITMENT

Board meetings are held on the third Wednesday of the month (except July, August & December) from 6:00pm - 7:30pm. At times the Board may form sub-committees to discuss specific issues by way of electronic or in-person meetings

DUTIES AND RESPONSIBILITIES

- Prepare for and attend monthly Board meetings
- Work as a team member and support board decisions
- Participate in the review of the mission and objectives and the development of a strategic plan
- Approve budgets and monitor financial performance
- Abide by the by-laws, code of conduct and other policies that apply to the board
- Participate in hiring, releasing and performance evaluation of the Executive Director
- Participate in the recruitment of new Board members
- Participate in a subcommittee of the Board (e.g. Human Resources Committee, Audit Committee, Nominations and Governance Committee and Marketing and Membership Committee)
- Attend and participate in the Annual General Meeting (June) and SPRC events
- Keep informed about community issues relevant to the mission and objectives of the SPRC

SKILLS & QUALIFICATIONS

- Knowledge and skills in one or more areas of Board governance: governance, policy, finance and human resources
- Accessing funding sources, liaising with private and public funding organizations
- The SPRC Board is particularly interested in ensuring that the board is inclusive and reflective of the diversity of our community and as such, particularly welcomes applications from Indigenous and racialized persons

ASSETS

- Background and/or experience in anti racism anti oppression, human resources, marketing and branding, corporate governance and law
- Previous Board Experience

HOW TO APPLY

Please submit resume* and cover letter by *Tuesday, March 31, 2020*

Attn: Nominations and Governance Committee
Social Planning and Research Council of Hamilton
350 King Street East, Suite 104
Hamilton, ON L8R 3N9
Email: sprc@sprc.hamilton.on.ca
Deadline: March 31, 2020 at 4:00pm

Note: Please include in your cover letter the answers to the following two questions:

1. Why do you want to be on the Board?
2. What do you think you can bring to the Board?

*Resume should include information on Board and/or committee positions currently and previously held, and volunteer activities.

We thank all applicants for their interest in applying for this position; however only candidates selected for interviews will be contacted. The SPRC is an equal opportunity employer: women, Indigenous people, visible minorities, lesbian, gay, bisexual, and transgender persons and persons with a physical disability are encouraged to apply. Individuals with a disability requiring accommodation during the application and/or interview process should advise the above contact so arrangements can be made.

