



Member of the Board of Directors

Kennedy House has a long and fine tradition of providing care for young people in the Greater Toronto Area. We started with an initial family-like group home in 1971 and have added along the way additional residential programs including developmental services, a state-of-the-art secure custody facility, a day treatment program, shelter services, bailiff services, and outreach community services in designated priority neighbourhoods.

Kennedy House works with youth to enable them to grow as individuals to contribute to as members of the community. This is achieved by providing customized support and building trusting relationships.

Position Summary

Kennedy House is now recruiting volunteer Board Member (s) with expertise in one of the following areas: Financial expertise, Legal expertise and / or knowledge in the areas of Diversity, Equity and Inclusion, within the *non-profit* sector.

All Members of the Board are held accountable for the overall performance of the Agency and are collectively accountable to funders, stakeholders, donors, staff, clients and government agencies. Board Members are responsible for establishing the mission, values and overall direction of the Agency; the formulation and implementation of policies and procedures; the monitoring of the legal obligations, financial stability and performance of the Agency; and evaluating the performance of the Board and the Executive Directors. Each member is responsible for fulfilling governance responsibilities; ensuring compliance with applicable laws and bylaws; conducting Board business effectively and efficiently; and holding overall accountability for their performance.

Core Competencies and Skills

- **Strategic expertise:** the ability to review strategies through constructive questioning and suggestions.
- **Fund Raising:** experience in seeking and securing sufficient resources to adequately finance KHYS operational requirements.
- **Leadership:** experience serving as a committee chair or in another position of leadership.
- **Committee:** experience serving on committees and teams.
- **Accounting & Finance:** the ability to read and comprehend the Agency's accounts, financial material presented to the Board and financial reporting requirements.



- **Legal:** the ability to understand a Director's legal duties and responsibilities.
- **Managing Risk:** experience in managing areas of risk to the Agency.
- **Human Resources:** strong understanding of total compensation programs, labour relations, staff development and training.
- **Industry knowledge:** experience in similar agencies and understands the competitive environment in which the Agency operates.
- **Government Relations:** experience in or a strong understanding of the workings of government and public policy.
- **Communications:** experience in or a strong understanding of communications and public media. Gives and receives information with clarity, attentiveness and understanding.
- **Governance/Board:** experience as a Board Member and is knowledgeable of best practices associated with Board structure and Board processes.
- **Integrity:** trustworthy and conscientious and can be relied upon to act and speak with consistency and honesty.
- **Diversity:** strong understanding of diversity criteria including gender, age, ethnicity.

Summary of Duties and Responsibilities*

- Lead public relations strategy and interact with government officials and Agency Directors.
- Perform business development duties including the creation of suitable and beneficial partnerships.
- Help guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Monitor financial planning and financial reports; ensure the financial stability of the Agency.
- Formally evaluate the performance of the Executive Director and informally evaluate the effectiveness of the Board Members.
- Evaluates annually the performance of the organization in achieving its mission.
- Safeguard the good name and values of the Agency.
- Ensure the effective and efficient administration of the Agency.
- Provide guidance on new initiatives.
- Works towards equity, diversity and inclusion throughout the agency.
- Perform other responsibilities assigned by the Board.



*A detailed outline of the Board Members duties and responsibilities, including individual, fiduciary, shared leadership and continuing education will be provided upon commencement of position.

Requirements

- University Degree in a relevant area
- 5+ years of experience in the area of finance or legal experience or equity, diversity and inclusion, in a non-profit environment.
- 5+ years of experience in a senior-level position and / or Board.
- Excellent organizational, strategic, planning and implementation skills.
- Excellent management writing, presentation and verbal communication skills.
- Understanding of financial reports including budgetary guidelines and project expenditures.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Able to identify key issues; creatively and strategically overcome internal challenges or obstacles.
- Strong knowledge of fiscal management and responsibility, with a sound understanding of risk management.
- Sound analytical thinking, planning, prioritization, and execution skills.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
- High level of integrity, confidentiality, and accountability.

Commitment

- There are approximately 10 Board meetings per year. Board meetings can last 2-3 hours per meeting and take place in the evening. Members must attend at least 70% of the meetings. Currently all in person meetings are on hold and they are being held virtually.
- Actively participate in Board Committees when needed.
- Members are expected to participate in Agency events such as the Annual Ed Blazo Conference, individual Program events, etc.
- Directors do not receive remuneration to participate—all Board positions are strictly voluntary.

Qualified applicants should submit a cover letter and resume
by November 30, 2021.

Email: hr@kennedyhouse.org to the attention of Shelly Jaigobin

No phone calls please. We thank all candidates for their interest.
Only those selected for an interview will be notified.



Kennedy House is an Equal Opportunity Employer which values diversity in the workplace. We are committed to inclusive, barrier-free recruitment and selection processes. At Kennedy House, we are committed to a supportive work environment, where employees and volunteers have the opportunity to reach their fullest potential. Diversity and inclusion is a central part of our culture and we aspire to be a workplace that is respectful to everyone. We appreciate the interest of all candidates. Due to the volumes of applications we receive, we are only able to contact candidates that are selected to move forward in the recruitment process. If you are contacted for a opportunity, please advise the Human Resources Representative of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially. Applicants need to make their needs known in advance