

## **Board Governance Opportunity**

### **Position**

CultureLink Settlement & Community Services (CultureLink) is seeking a volunteer Board member who shares our vision, is committed to the direction of our work and is reflective of our diverse community. The successful candidate will be passionate about serving the settlement non-profit sector, identify with the vision & values of CultureLink, and will have high ethical standards. We are currently looking for a board member with some IT knowledge and experience to round out the skill set of our current members.

### **Organization**

CultureLink Settlement & Community Services (CultureLink) is dedicated to facilitating the active participation and integration of newcomers and the broader community, recognizing the interdependence of these groups in our society. We envision a healthy, equitable, inclusive, and welcoming society that works together to engage and integrate newcomers and other community members into Canadian life. To learn more about CultureLink, please visit our website at: <https://www.culturelink.ca/>

### **Major Responsibilities**

As a board member, you will be responsible for:

- The governance of the organization
- Strategic direction
- Oversight of the organization's financial management, risk management programming and personnel management practices

### **Time Commitments**

As a board member you will be required to attend six Board meetings a year, including the Annual General Meeting. You will be required to prepare for meetings by reading the Board materials ahead of time and actively participate in and contribute to the meetings. You will also be required to join at least one Board committee and participate in their meetings, typically held 5 - 6 times per year. Where possible, you will support the organization by attending key organization events.

### **Term**

The Board member serves for two years with a maximum of three consecutive terms.

### **Qualifications and Skills**

- Degree in Business Administration or a technology-related function.
- Knowledge of Microsoft technologies, Firewalls, and networking
- Knowledge of common information security management frameworks such as ISO27001
- Passionate about serving the settlement non-profit sector
- Identify with the vision & values of CultureLink
- High ethical standards
- Governance/accountability management experience
- Excellent communication, organizational and interpersonal skills
- Previous Board experience is an asset

- Selected candidates must provide a satisfactory Criminal Record Check

**CultureLink's Commitment to Diversity**

We welcome racialized persons including Black Canadians, persons with disabilities (including invisible and episodic disabilities), persons who identify as LGBTQ2+, and Indigenous peoples to apply for the position.

**COVID-19 Considerations:**

The Board of Directors is currently meeting remotely due to COVID. When Covid-19 restrictions are lifted the meetings will be held in the organizations' main office in Toronto.

**To Apply**

Kindly send your resume and cover letter to [recruitment@culturelink.ca](mailto:recruitment@culturelink.ca) by September 22, 2021. Short listed candidates will be invited for an online interview.