



BOARD MEMBERS NEEDED

<http://www.craigwiellgardens.on.ca>

The Board of Directors of Craigwiell Gardens is seeking to appoint two new members from the general community, to ensure we have the skills and capacity within our board to oversee the organization and the next phase of our work. The roles are unpaid, voluntary positions.

Board Members are expected to attend ten or eleven monthly meetings per year, but also to participate in committee positions between board meetings. Monthly meetings are currently held on the last Tuesday evening of each month, in Ailsa Craig. These positions are for a period of 3 years, and terms may be renewed in accordance with our By-Laws.

ESSENTIAL ATTRIBUTES

We are seeking to recruit two board members, with experience in leadership and governance within the not for profit sector. It is expected that the candidates will bring skills and experience to the board from the following list:

- Commitment to the Mission, Vision and Philosophy of Craigwiell Gardens;
- Ability to fulfil the duties and standards of conduct required of a board member of a not for profit, charitable organisation;
- Experience in budget accounting (for Treasurer role only);
- Ability to record and maintain the board records of the organisation (for Secretary role);
- Ability to work within a team environment;
- Computer literacy; and
- Must provide a CPIC/VSC (Canadian Police Information Check and Vulnerable Sector Check.)

DESIRABLE ATTRIBUTES

In addition, the following skills, although not essential, are considered desirable:

- An understanding of governing an establishment devoted to the continuum of care for seniors and other adults persons;
- An understanding of leadership within a union environment;
- Strategic Planning, Risk Management and Analytical Skills;
- An ability to understand financial reports; and
- Familiarity with the Long Term Health Care Act and other relevant legislation.

HOW TO APPLY

Please submit a CV and a covering letter by **15 Jul 2017**, stating why you wish to be considered for the position of a board member, to Lynn Humfress-Trute, Board Chairperson at:

trute@execulink.com

Your covering letter should show how you meet some of the requirements in the attribute specifications. Those prospective board members who best meet our requirements will be invited to meet with the Nominating Committee in the first two weeks of August. However, we understand that this is peak holiday season, and so alternate accommodation may be made.

THANK YOU FOR YOUR INTEREST