

February 7, 2019

Vista Centre Brain Injury Services is governed by a Board of Directors and is currently looking for energetic and experienced professionals to assume positions on its Board of Directors.

## **Role & Responsibilities**

The Board's role is to:

- Ensure that Vista Centre Brain Injury Services moves forward in fulfilling its mission and vision;
- Implement and monitors the strategic plan;
- Work with the Executive Director to ensure the appropriate resources to fulfill its mission and to finance its programs;
- Provide financial oversight and accountability;
- Maintain effective governance of the organization;
- Ensure the legal and ethical integrity and accountability of the organization

General Expectations of Board members:

- Regularly participate in board meetings, committees and related meetings
- Make a commitment to participate actively in a leadership role in board and committee work
- Stay informed about board and committee issues, prepares for meetings, and review and comment on minutes and reports
- Get to know other board members and build collegial working relationships that contribute to consensus
- Be an active participant in the board evaluation and planning efforts
- Avoid any conflict of interest
- Disclose all material facts and relationships, and refrain from voting when there is a conflict of interest
- Maintain confidentiality
- Participate in fundraising and/or special events
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Vista Centre Brain Injury Service Nominating Committee is currently looking for candidates with the following skills and backgrounds:

- Fundraising
- Social enterprise and entrepreneurship
- Marketing
- Business and/or private sector experience



Along with one or more of the following:

- previous Board experience, particularly in the not-for-profit sector
- experience in volunteer / not-for-profit sector
- demonstrated commitment to volunteerism
- outreach and/or public speaking experience
- ability to work as a team member
- respect for diversity
- willingness to take on leadership responsibilities

Candidates with other applicable experience or strengths are also encouraged to apply. Time commitment is a minimum of 5 hours per month, with overall commitment dependent on levels of activity.

Vista Centre Brain Injury Services is dedicated to creating a Board of Directors that reflects the diversity of the community in which we live and serve. We encourage applications from all qualified candidates.

Commitment: On-going/ minimum 2 years

Application Deadline: **March 15, 2019**

Application Instructions:

1. Please send a short cover letter clearly demonstrating how you meet the criteria outlined above, along with a resume to: Denis Boileau at [dboileau@vistacentre.ca](mailto:dboileau@vistacentre.ca) or 613-234-4747.

Thank you for your time and help.