



## **YouthSpeak Charity Board Member Job Description**

Position Title: Board Member (Director)

Length of Term: 2 years - renewable

Reports to: Entire Board of Directors via Chair

### **YouthSpeak Description**

YouthSpeak is a registered charity that provides leadership training to youth with personal experience related to mental health, bullying, addiction, online issues, racism and/or other challenges to share their stories and coping strategies. These youth facilitate interactive assemblies and workshops for primary grades to post-secondary students, parents, educators and other caring adults the community in-person and online with a goal of increasing awareness, empathy, and inclusion and getting youth who are struggling connected to available resources. YouthSpeak is an approved program of various school boards and to date, has reached over 300,000.

### **Director's Job Description, Broadly Defined**

The primary duties of a Director are (i) to contribute consistently and meaningfully to the effective performance of the Board of Directors ("Board") and (ii) to constructively engage with Management to improve the performance of "YouthSpeak".

In discharging these duties, a Director must:

- a) act honestly and in good faith with a view to the best interests of YouthSpeak;
- b) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances;
- c) respect and adhere to Board confidentiality;
- d) demonstrate commitment to the strategy of YouthSpeak; and
- e) respect and promote decisions of the Board.

### **Role of the Board of Directors**

The board of directors is legally and ethically responsible to supervise the management of the activities of the organization. To that end the board of directors duties include:

1. Determining how the organization will carry out its mission through long and short-range planning
2. Adopting an annual budget and provides fiscal oversight
3. Recruiting, orienting, and developing board members

4. Hiring and evaluating the performance of the president/executive director
5. Evaluating its performance and overall performance of the organization in achieving the mission
6. Establishing policies for the effective management of the organization

### **Responsibilities**

1. Shape and promote the organization's mission and strategic direction
2. Review, monitor, and approve, where appropriate, the organization's programs, policies, and bylaws
3. Attend board meetings and appropriate committee meetings
4. Actively serve on at least one committee and take on special assignments
5. Participate in the development of the organization's plan and annual review
6. Prepare for meetings and read in advance all of the materials provided to Directors;
7. Approve and oversee organization's budget
8. Select, evaluate, and develop the President/Executive Director
9. Participate in annual Board Self-Evaluation and ongoing Board development
10. Review agenda and supporting documents prior to meetings
11. Make an annual financial contribution to the organization
12. Support and participate in fundraising activities and special events
13. Keep current on youth mental health issues and developments in related program areas
14. Strictly adhere to conflict of interest and confidentiality policies

### **Time Demands (approximate)**

1. Attend and actively participate in at least 80% of board meetings monthly board meetings, approx. 2 hours in length, on the 2<sup>nd</sup> Tuesday of the month, held virtually and when able/as needed at the YouthSpeak office in North York (Dufferin & Alness Street area), Richmond Hill, Newmarket
2. Attend and actively participate in committee meetings and related work (1-4 hours per month as determined by the committee)
3. Attend and actively participate in the Board's annual planning meeting one-day on summer weekend)
4. Attend and actively participate in the Annual Meeting (approx. 1 hour)
5. Attend special events such as fundraisers and community events (minimum 2 events per year recommended)
6. Meet with potential donors/funders to make a case for funding the organization, answer questions, etc. (approx. 4 hours annually)

### **Financial and Resource Development Expectations**

1. Make an annual contribution "commensurate or significant according to your circumstance" to the organization (in order to achieve 100% board giving)
2. Actively promote and sell tickets to fundraising events

3. Recruit sponsors, as needed
4. Identify and cultivate potential donors

#### Benefits

1. Excellent opportunity for involvement
2. Satisfaction of making a difference in the community and with youth
3. Opportunity to work with individuals of diverse backgrounds
4. Development of effective decision-making skills
5. Increased understanding of group dynamics and relationships

#### Currently Recruiting for the Following Skill Sets / Experience

1. Fundraising
2. Partnership Development
4. Human Resources
5. Education (e.g. someone who is engaged with a local school board)

*“YouthSpeak is a tremendous organization with amazing people doing very powerful work. Our board of directors provides organizational leadership with a focus on respect, collaboration, and hard work. It’s not always easy, but it’s extremely fulfilling and very impactful. We are always looking for great people to join our team!”*

We look forward to meeting you,



Jeremy Anderson, Board Chair

**Please inquire at 905-967-0604 or [volunteers@youthspeak.ca](mailto:volunteers@youthspeak.ca)**

*We are an equal opportunity organization and welcome applications from diverse individuals who self-identify on the basis of any of the protected grounds under the Human Rights Code, and we encourage you to reflect upon the diversity you would bring to this role within your application. We are wholly committed to integration and to building a diverse, inclusive, accessible and respectful workplace where every employee and volunteer has a voice and is given the opportunity to fully contribute, ensuring an equal environment without discrimination or harassment, while maintaining the independence of individuals and removing barriers to accessibility within the organization. We remain committed to full compliance with the Human Rights Code, the Accessibility for Ontarians with Disabilities Act, the Occupational Health and Safety Act, and all other applicable legislation.*

*YouthSpeak is committed to diversity within its community and especially welcomes applications from racialized persons/persons of colour, women, Indigenous people, persons with disabilities, 2SLGBTQIA+ persons, and others who may contribute to the further diversification of ideas.*