



Board Chair – Job Description/Posting

Are you looking for an exciting opportunity to lead a passionate team dedicated to empowering youth and making a meaningful impact?

In the role of Board Chair, you will get to collaborate with a diverse and talented board, expand your network, and apply your leadership skills. You will help shape the strategic direction of our organization, engage influential stakeholders, and witness the direct impact of your efforts on the lives of thousands of young individuals.

We are seeking an established leader to join us in unlocking the extraordinary potential of youth and shaping a brighter future!

ABOUT YOUTHSPEAK

YouthSpeak is a registered charity that engages youth in leadership training to provide mental health presentations throughout the GTA, southern Ontario, and beyond. These young leaders share personal stories related to mental health, racism, bullying, substance use, and cyber-bullying in youth-led interactive assemblies and workshops for schools and for parents and educators.

Celebrating their 20th year, YouthSpeak has reached over 350,000 youth and caring adults, creating important conversations to inspire and empower to live resilient and meaningful lives.

“Young people are more likely to experience mental illness and/or substance use disorders than any other age group. Without access to support or resources, many will turn to negative coping strategies, including self-harm, substance misuse and even suicide.” - CMHO, 2020

Now, more than ever, youth are facing mental health challenges as new stressors, equity and online issues have increased, along with concerns about their futures – there is so much for them to navigate. Young people are our future, and we want to ensure they are well-positioned to face the challenges of a fast-changing world.

ROLE OF BOARD CHAIR

The Chair provides leadership to the Board, ensures the integrity of the Board’s process and represents the Board to outside parties. For sake of clarity, unless the Board determines otherwise, the President represents the Corporation to outside parties. The Chair co-ordinates Board activities in fulfilling its governance responsibilities and facilitates co-operative relationships among Directors and between the Board and senior management of the Corporation. The Chair ensures the Board discusses all matters relating to the Board’s mandate.

Time Commitment

Minimum 2-year commitment required; may be up to 10 hours/month (board meetings, preparing for board meetings, committee oversight, attending special events, etc.)

RESPONSIBILITIES

Agendas

Work closely with the Executive Director to compile documentation and establish agendas to align with annual Board goals and preside over Board meetings. Ensure meetings are effective and efficient for the performance of governance work. Ensure that a schedule of Board meetings is prepared annually.

Direction

Serve as the Board's central point of communication with the senior management of the organization; provide guidance to senior management regarding the Board's expectations and concerns. In collaboration with senior management, develop standards for Board decision-support packages that include formats for reporting to the Board and level of detail to be provided to ensure that management strategies and planning and performance information are appropriately presented to the Board.

Increase awareness of the organization's work, goals, and financial needs, including within its own networks whenever possible. Ensuring full and timely communication with members of the board

Performance Appraisal

Lead the Board in monitoring and evaluating the performance of senior management through an annual process.

Lead the Board in self-evaluation of its own performance through an annual process.

Work Plan

Ensure that a Board work plan is developed and implemented that includes annual goals for the Board and embraces continuous improvement.

Reporting

Report regularly to the Board on issues relevant to its governance responsibilities. Work with the Executive Director and Treasurer to develop the annual budget.

Financial Oversight

Work closely with the Executive Director and Treasurer to ensure financial health of the organization. Ensure fundraising strategy is established and executed on.

Board Conduct

Set a high standard for Board conduct and enforce policies and By-laws concerning Directors' conduct.

Mentorship

Serve as a mentor to other Directors. Ensure that all Directors contribute fully. Address issues associated with underperformance of individual Directors. Ensure there is a process to evaluate the effectiveness of the board.

Succession Planning

Ensure succession planning occurs for senior management and the Board.

QUALIFICATIONS

1. **Strong Leadership Skills:** Ability to inspire, motivate, and provide direction to the board and the organization. Experience leading strategic initiatives and organizational growth.
2. **Governance Knowledge:** Understanding of board governance structures and best practices. Prior board experience required.
3. **Nonprofit Experience:** Understanding of the nonprofit sector, including its legal and financial aspects.
4. **Fundraising Skills:** Knowledge and experience in fundraising strategies and donor relations.
5. **Financial Literacy:** Ability to comprehend and analyze financial statements and budgets.
6. **Strategic Thinking:** Capability to develop and implement long-term goals and objectives.
7. **Communication Skills:** Effective verbal and written communication skills for interacting with board members, staff, donors, government, and the public.
8. **Integrity and Ethics:** Upholding the highest standards of honesty, transparency, and ethical conduct.
9. **Commitment and Passion:** A genuine interest in and dedication to YouthSpeak's cause.
10. **Conflict Resolution Skills:** Ability to handle disputes and facilitate discussions among board members.
11. **Decision-making Abilities:** Making informed decisions that reflect the best interests of the organization.
12. **Time Management and Availability:** Willingness to dedicate sufficient time to fulfill the responsibilities of the position. Autonomy of personal schedule required.
13. **Cultural Competency:** Sensitivity to and understanding of the diverse communities served by the charity.
14. **Legal Compliance Knowledge:** Familiarity with laws and regulations relevant to nonprofit organizations.
15. **Networking Skills:** Ability to build and maintain relationships with other organizations and stakeholders.
16. **Adaptability:** Capacity to respond to and manage change effectively.
17. **Team Building:** Skills in creating a collaborative environment among board members and staff.
18. **Continued Learning:** Commitment to personal and professional development in nonprofit leadership. Commitment to evaluation and development of board members.

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.