



## Toronto Military Family Resource Centre Director (Volunteer Position)

Toronto Military Family Resource Centre (TMFRC) is an independent, provincially incorporated, non-profit charitable organization that provides services to the families of currently serving military members, medically releasing veterans, and the defense community, as well as the community at large through its childcare centre.

We believe that fostering a thriving community requires us to look beyond our immediate surroundings and ensure our resources are accessible to all military families, no matter where they are. Our vision extends beyond the boundaries of Toronto. Thus, our mission is to empower the Canadian Military Community to meet their needs.

The TMFRC is governed by a volunteer Board of Directors which includes members of the community it serves and the community at large. In accordance with the requirements of the Military Family Services Program, the Board of Directors must be comprised of a minimum of 51% military family members of full time serving CAF members. In consideration of this requirement, **we are currently accepting applications from family members of full time serving CAF members to complement our existing Board membership.**

As a member of the Board, Directors share their knowledge and experience while contributing to the decision-making process.

### **Responsibilities of a Director (Volunteer Position)**

- Being fully aware of and abiding by the organization's mission, vision, and strategic direction.
- Remain informed of trends and issues that could affect the organization.
- Prepare for all meetings and engage in discussions.
- Review and understand financial reports.
- Abide by the code of conduct for Directors.
- Ask questions.

### **Skills, Qualifications, and Experience**

- Excellent interpersonal and communication skills
- Sufficient time availability for board duties (averaging 5-10 hours/month)
- Proficiency working with MS Office 365 (Word, Excel, PowerPoint, Outlook, Teams), and online meeting tools (Zoom)
- An additional asset to complement the skills of our existing Board members, we are looking for volunteers with experience in the following areas:
  - Strategic leadership and communications, including the development of an engagement strategy
  - Financial stewardship and financial management
  - Risk management

- A personal passion for the Canadian Military Community that can lead to opportunities to promote feedback to guide our work
- Previous board experience (either in the not-for-profit or for-profit sector) is an asset
- Preference given to a member of our community.

**Commitments**

The average time commitment is between 5 and 10 hours per month. The Board holds hybrid meetings on the third Wednesday of each month from 6:30 to 8:30 p.m. Board Members are also required to participate on standing committees, such as the Finance Committee and the Policy & Governance Committee. Additionally, and upon request, board members are required to represent the organization at community events and any mandatory training and development opportunities as they arise.

**Resources Available**

TMFRC is a Microsoft Office 365 environment and provides access to a laptop for those who serve on the Board as needed.

**To Apply**

Interested applicants are invited to submit a cover letter and resume via email to [BoardInfo@TorontoMFRC.ca](mailto:BoardInfo@TorontoMFRC.ca). General inquiries can also be sent by email to the same address.

Please be advised that all candidates are required to participate in a formal interview process with the Board of Directors and undergo a Police Record Check as part of the volunteer screening process.

The Toronto Military Family Resource Centre is committed to developing a highly skilled and diverse Board of Directors that reflects the diversity of the military and Veteran family community that we serve. We welcome and will accommodate expressions of interest from individuals of all abilities.

Please contact us if you require this information in an accessible format.