



April 25, 2019

Recruitment for Board of Directors Members

Dear Potential Board Member,

TNO – The Neighborhood Organization (TNO), is a successful community based agency serving the needs of Thorncliffe Park, Flemingdon Park and the surrounding communities. We are seeking three (3) new board members to join our active board.

Candidates will enjoy a close working relationship with management and community partners while providing guidance and expertise to the organization.

Currently, due to the expiration of director terms, we are recruiting candidates that have:

- Corporate backgrounds with experience in Finance, Strategy Development, Legal / Compliance / Privacy and governance related issues
- Information Technology
- Human Resources
- Social Services and/ or Education

Directors will ideally live or work within the communities which the organization serves, and the surrounding areas:

- Flemingdon Park,
- Thorncliffe Park
- Crescent Town
- St. Jamestown

While helpful, previous experience with TNO (client, supporter, current member) would be an asset but not required. As a not- for- profit organization servicing a vulnerable community, candidates must be of sound character.

If you would like to apply for this exciting community based opportunity, please send a resume and an expression of interest to [info@tno-toronto.org](mailto:info@tno-toronto.org) , attention Brook Physick, Governance Committee Chair, or drop it at TNO's Main office at 18 Thorncliffe Park Drive, Tel: 416-421-3054/ fax : 416-421-4269. The deadline for submitting your applications is Friday, May 17, 2019. You may also drop off your resume and letter of interest at our other offices during normal business hours.

For more information on TNO, please see our web site [www.tno-toronto.org](http://www.tno-toronto.org)

*Our mission: To strengthen the quality of individual and community life by inspiring and empowering the neighbourhoods we serve.*

# TNO-The Neighbourhood Organization

## Board Member Job Description

**Purpose:** To advise, govern, and oversee the policies and the direction of TNO-The Neighbourhood Organization (TNO) and to support the organization's mission and needs.

### Major responsibilities:

- Formulation and oversight of policies and procedures in accordance with TNO's by-laws and strategic plan
- Participation in Board committees
- Financial management, including adoption and oversight of TNO financial statements and approval of the annual budget
- Oversight of program planning and evaluation
- Review performance of Executive Director
- Represents TNO in the community
- Fundraising

*\*Members of the board share these responsibilities while acting in the interest of the TNO. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

**Length of term:** Two years, which may be renewed for a maximum of four consecutive terms

### Meetings and time commitment:

- The Board of Directors meets monthly at TNO Office. Meetings typically last 2 hours.
- Committees of the Board meet either monthly or quarterly, depending on their respective work agenda.

### Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Be alert to community concerns that can be addressed by TNO's mission, objectives, and programs.
- Help communicate and promote the TNO mission and programs to the community.
- Become familiar with TNO's finances, budget, and financial/resource needs.
- Understand the policies, procedures and by-laws of TNO.

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