



April 13<sup>th</sup>, 2021

### **Recruitment for Board of Directors**

TNO – The Neighborhood Organization (TNO), is a successful community based agency serving the needs of Thorncliffe Park, Flemingdon Park, Crescent Town, St. James Town and the surrounding communities. We are seeking two volunteer 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 experience in:

- Auditing and Finance

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 good character.

If you would like to apply for this exciting community based opportunity, please send your resume and an expression of interest to [boardrecruitment@tno-toronto.org](mailto:boardrecruitment@tno-toronto.org), attention Shelina Shivji, Chair of the Board and Nazir Valani, Governance Committee Chair, or drop it at TNO @ Leaside office at 1 Leaside Park Dr, Unit 7, Tel: 416-467-0126 Fax : 416-467-9145. The deadline for submitting your application is May 15<sup>th</sup>, 2021.

***We thank all applicants for their interest but only those selected for further consideration will be contacted.***

# 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 Chief Executive Officer
- 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 their 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.

"TNO - THE NEIGHBOURHOOD ORGANIZATION is committed to employment equity initiatives. We encourage residents of Thorncliffe Park, Flemingdon Park, and surrounding communities and members of ethno-racial, aboriginal, immigrant, francophone, refugee, LGBTQ+ and disabled community groups to apply and self-identify. Accommodation will be provided in accordance with the Ontario Human Rights Code, please contact 416-467-0126."

*Our mission: We strengthen quality of life through services, engagement, partnerships, and advocacy.*