

## **Call for Nominations 2017**

### **Treasurer – Board of Directors**

### **Alliance to End Homelessness Ottawa**

#### **About the Alliance to End Homelessness Ottawa (ATEHO):**

The Alliance to End Homelessness is a non-partisan, provincially incorporated non-profit organization working in partnership with members and partners to inspire action, to generate knowledge and to inform a community-wide effort to achieve an end to homelessness in Ottawa.

The Alliance is an important voice on homelessness in Ottawa, engaging public and elected officials, the media, community partners and the wider Ottawa community. The Alliance plays an important role in convening members and community stakeholders to address and advance issues and efforts related to ending homelessness and housing insecurity.

In 2014, the Alliance established three primary strategic directions, which continue to guide its work: We Inspire; We Learn; and We Inform. Additional details on these directions, with an overview of anticipated outcomes, can be found on the Alliance website.

Since 2004, the Alliance has been known for two signature initiatives: the annual spring production of a Progress Report on Ending Homelessness in Ottawa, and the fall convening of a community forum, facilitating dialogue between research and community practice to advance our community's efforts to end homelessness.

More information can be found on our website at: <http://endhomelessnessottawa.ca>.

#### **About the ATEHO Board:**

The ATEHO Board of Directors is a management board responsible for both the governance of the organization and the managerial oversight of its operations. The Board's members meet monthly, manage a portfolio of administrative tasks, and take part in project sub-committees.

Reporting to the Board Chair, Board members provide oversight for programs and services, human, financial and physical resources, participate in fundraising, and link with community partners to promote and develop ATEHO within the community. The Board is further responsible for supervising the Executive Director, providing strategic planning and vision, and developing and implementing corporate policies, by-laws and mandates.

#### **Key Responsibilities:**

- Attend monthly Board meetings and engage in regular Board correspondence and updates;
- Inform and contribute to the workplan and outcomes of at least one ATEHO committee;
- Stay informed on ATEHO Board and committee matters, prepare for meetings, review and comment on minutes and reports;
- Build collegial working relationships with other Board members;
- Actively participate in evaluation and planning efforts;
- Actively participate in fundraising, member engagement and recruitment activities;
- Participate in various ATEHO events and activities as needed throughout the year;
- Willingness to attend meetings/events both within and outside of normal business hours;
- Respect for diversity and a strong commitment to volunteerism;
- English Essential (Bilingualism is an asset).

#### **Experience:**

- Demonstrated knowledge and understanding of issues related to homelessness, affordable housing and poverty;
- Successful track record in financial management, reporting, budgeting and accounting;
- Experience in managing diverse revenue, grant and funding sources;
- Minimum two years of management (or Board) experience in the non-profit sector;

- Experience working with a Board of Directors;
- Proven organizational and project management skills;
- Experience in working collaboratively and strategically to effect organizational growth and development;
- Demonstrated ability to establish and maintain positive working relationships with diverse stakeholders to achieve the goals of the organization;
- Demonstrated ability to build and maintain sound relationships with volunteers, colleagues, members of the public, the media, donors, staff and existing or potential stakeholders.

**Qualifications:**

We are actively seeking Board members with qualifications in the following areas:

- Financial Management
- Accounting
- Fundraising

**Meetings:**

- The Board of Directors meets ten times a year, once a month between September and June.
- Board meetings are held on the first Friday of the month from 9:00am-11:00am.

**Committees:**

- Board Members are expected to serve on at least one of the following committees: Research & Evaluation Working Group; Policy Committee; Communications Committee; or the Member Development Committee.
- The Executive committee is comprised of the Chair, Vice-Chair, Secretary and Treasurer.

**Terms of Office:**

- Board Members are elected for a two-year term, and may serve up to three consecutive terms.
- Time commitment: Approximately 4 to 8 hours/month. The incumbent is expected to attend monthly Board meetings in addition to carrying out committee and other volunteer or Board management activities.

**Application:**

- Please provide a recent cv and covering letter outlining the skills and contributions you would like to make to ATEHO's Board of Directors;
- Name and contact information of two individuals whom we can reach out to about your candidacy;
- Selected candidates will be invited to meet directly with members of ATEHO's Board;
- Please note the position is voluntary and is located in Ottawa.

**Please send your application to:** Kristen Holinsky, Executive Director, Alliance to End Homelessness Ottawa at: [kholinsky@endhomelessnessottawa.ca](mailto:kholinsky@endhomelessnessottawa.ca) by **Friday, July 21<sup>st</sup>, 2017 – 5pm EST.**