

## **PARKDALE PROJECT READ BOARD OF DIRECTORS**

Position Type: Unpaid Volunteer Position  
Region: ON – Metro Toronto Area  
Location: Parkdale (King & Dufferin)

**Parkdale Project Read (“PPR”)** is a not-for-profit, registered charitable organization that offers free literacy services to adults (age 18 and older) who are fluent in English.

PPR supports people in achieving their learning goals by creating a place where they can explore new possibilities, move forward in their lives, and become more active in their communities. We provide programming that encourages learners to bring their whole self (body, mind, emotions, and spirit) to learning. We believe that literacy is much more than reading and writing, it includes building confidence, speaking out, health and wellness, taking on new challenges, conflict resolution, and relationship building.

### **General Duties:**

The Board of Directors is the governing body and legal authority of PPR. As a member of the Board of Directors, a Board Member acts in a position of trust for the community and is responsible for the effective governance of the organization.

The PPR Board of Directors is a 7-9 member community board working in collaboration with a 4-person Staff Collective.

We are currently seeking to fill 4-5 Board positions.

### **Term of Office:**

The term of a Board Member is typically two years. Board Members are elected by the membership at the Annual General Meeting.

### **Responsibilities:**

1. Attend monthly Board Meetings– *e.g. on the last Wednesday of the month (date negotiable)* for 2-3 hours, attend additional trainings and events as needed, and participate in at least one Board committee;
2. Attend and present reports at the Annual General Meeting;
3. Determine policies and procedures;
4. Ensure the organization adheres to its mission, vision and values;
5. Develop the organizational aims and monitor achievement;
6. Establish ethical boundaries within which all executive activity and decisions must take place;
7. Work in collaboration with the Staff Collective to monitor how power is delegated and its proper use, authority, and accountability.

The estimated time commitment is 8 hours per month, depending on event and committee requirements

### **Eligibility:**

To be eligible to serve as Board Member, you must:

- be 18 years old or older
- be an active member of PPR (interested applicants may become a member at the time of recruitment)

**Qualifications:**

The Board welcomes applications from people with a diverse set of skills and experiences. We are particularly interested in applicants with knowledge or skills in the following areas:

- Knowledge of Adult Literacy
- Knowledge of Anti-oppression and Social Justice issues
- Financial knowledge
- Human Resources knowledge
- Legal knowledge
- Fundraising skills

Previous policy governance board experience is helpful, but not required. Knowledge of the Parkdale community is required.

**Access and equity:**

The Board of Directors of Parkdale Project Read is committed to access and equity, as well as Anti-Oppression, in all aspects of its governance policies, processes and practices.

In our efforts to be reflective of the communities we service, we strongly encourage individuals from equity-seeking groups to apply and to self-identify in terms of age, gender identity, sexual orientation, socioeconomic status or class, racial/ethnic identity, disability, experience of migration, resident or client status, and religion/faith/spiritual belief.

**Please mail, email or fax your resume and a cover letter (see below for instructions) to:**

Parkdale Project Read

Attn: Min Kaur, Board Chair

1209 King Street West, Unit 2, Toronto, ON M6K 1G2

Fax: 416-531-571 Email: [hiring@parkdaleprojectread.org](mailto:hiring@parkdaleprojectread.org)

**Application Deadline: June 8, 2018 @ 5 p.m. No phone calls, please.**

*We would like to thank all interested candidates. We will contact those we are able to invite for an interview. Interviews are expected to take place in mid-June, 2018.*

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**Instructions for cover letter:** Please answer the following questions in your cover letter. Handwritten or typed letters are acceptable.

1. Why you are interested in joining the PPR Board of Directors?
2. Do you have any work and/or volunteer experience related to adult literacy or education?
3. Which of the following skills or areas of knowledge would you bring to the Board?
  - Adult Literacy Experience
  - Advocacy skills
  - Anti-Oppression Knowledge
  - Community development skills
  - Communication skills
  - Facilitation skills
  - Financial knowledge
  - Knowledge of Non-Profit organizations

- Human Resources knowledge
- Governance Boards/Leadership experience
- Legal knowledge
- Organizational skills
- Policy development
- Fundraising skills

3. Please feel welcome to disclose if you have lived experience or are a member of any of the priority populations served by PPR. Be assured that any information you share with us will remain confidential.

4. What is your experience working with a collective management structure?

5. Describe your experience participating on a committee, board, or other group decision making process.

**Please remember to attach your resume including your contact information.**