

**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. We support English-speaking youth and adults to develop their reading, writing, basic math and computer skills. Our free literacy services include one-to-one tutoring, small group learning, and remote learning opportunities.

We believe that literacy is much more than reading and writing. It includes confidence building, health and wellness, conflict resolution, community and relationship building. We respect learners as the experts of their own lives, affirm learners' lived experiences of marginalization (such as racialization, poverty, mental health barriers, food insecurity, and more) and commit to creating a safe learning space, where we work to build equity, encourage independence, and celebrate community resilience.

General Duties:

The Board of Directors is the legal governing body of PPR and works in collaboration with the collective staff team and learner community to uphold PPR's mission, vision and values in accordance with PPR's Constitution.

Each Board Member is responsible for governance practices that must include collaborative, transparent, ethical decision-making.

Term of Office:

The term of a Board Member is typically two years. Returning Board Members may be nominated for re-election upon completion of their two-year term. Board Members are elected by the membership at the Annual General Meeting.

Responsibilities:

Board members are expected to:

1. Actively participate in board committees and strategic planning sessions in collaboration with the collective staff team and learner community;
2. Attend monthly Board Meetings – e.g. on the last Wednesday of the month (date negotiable) for 2-3 hours, and attend additional trainings and events as needed;
3. Work collaboratively with the collective staff team to develop and implement fundraising strategies that build capacity and contribute to the sustainability of the organization;
4. Host the Annual General Meeting and present annual reports and other items to Membership;
5. Review policies and procedures in collaboration with the collective staff team;
6. Support the development and/or fulfillment of PPR's Strategic Plan and monitor overall progress of the organization's goals.

The estimated time commitment is 8-10 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 and/or skills in the following areas:

- anti-oppression practice and social justice issues;
- fundraising - grant writing, individual donor campaigns, community and corporate partnerships, event planning, non-profit resource development, engaging social and personal networks, etc.
- financial matters;
- adult literacy;
- human resource management;
- law and legal matters.

Previous board and governance 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 an Anti-Oppressive practice that recognizes the impact of systems of racial, colonial, gendered, economic, and other forms of power, both on the Board itself and in the broader PPR community. This includes - but is not limited to - ongoing awareness of and justice for anti-Black and anti-Indigenous racism, Truth and Reconciliation, disability justice, queer and trans rights, and all other marginalized social and political identities and experiences.

We work to ensure access and equity in all aspects of our governance, policy development, processes, and practices. In our efforts to be reflective of the communities we serve, we encourage individuals from equity-seeking groups to apply.

TO APPLY:

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

Parkdale Project Read
1209 King Street West, Unit 2, Toronto, ON M6K 1G2
Email: [hiring@parkdaleprojectread.org](mailto: hiring@parkdaleprojectread.org)
Subject: Board of Directors Application

Application Deadline: July 24, 2020@ 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 early to August, 2020.

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, experience, or areas of knowledge would you bring to the Board?

- Adult Literacy Experience
- Advocacy skills
- Anti-Oppression Knowledge
- Community development skills
- Communication skills
- Fundraising skills
- Financial knowledge
- Knowledge of Non-Profit organizations
- Human Resources knowledge
- Governance Boards/Leadership experience
- Legal knowledge
- Organizational skills
- Facilitation skills
- Policy development
- Other: please identify

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

5. Do you have any experience working with a collective management structure? Please elaborate.

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

Please remember to attach your resume including your contact information.