



Chairman - Board Member

Our mission is to provide active listening and emotional support so individuals in the community do not have to suffer in silence.

We require a **Chairman** on our **Board of Directors** to ensure our board is working effectively so we can continue to provide our service to the community.

Duties & Responsibilities

- ❖ Is a member of the board
- ❖ Chairs board meetings
- ❖ Partners with the board to ensure the mission of the organization is fulfilled
- ❖ Provides leadership to the Board of Directors and sets policies
- ❖ The board of directors are accountable to the Chairman
- ❖ Encourages the Board of Directors role in strategic planning
- ❖ Appoints chairpersons for committees with the assistance of the Board of Directors
- ❖ Attends committee meetings when invited
- ❖ Discusses issues about Telecare Cambridge with the Board of Directors
- ❖ Helps to guide and mediate in board meetings in regards to governance and organizational needs of Telecare Cambridge
- ❖ Signing officer with the Treasurer and Secretary
- ❖ Plays a leading role in Fundraising and Marketing activities
- ❖ Monitors financial planning and financial reports from the Treasurer
- ❖ Evaluates the effectiveness of board members
- ❖ Evaluates the performance of Telecare Cambridge to fulfill its' mission
- ❖ Performs other responsibilities assigned by the Board of Directors



Training

- ❖ One half day orientation to Telecare Cambridge to obtain an understanding of our service and operations

Qualifications

- ❖ 3-5 years experience in management/senior administrator role – knowledge of governance, finance, management, law pertaining to not-for-profit sector
- ❖ Knowledge of Telecare Cambridge, our mission and strategic planning goals is an asset
- ❖ Good mediation skills
- ❖ Positive attitude and excellent problem solving skills
- ❖ Good interpersonal and communication skills
- ❖ Able to work in a team and independently – self starter

Term of Assignment

- ❖ One year term to renew for up to 2 one year terms with opportunity to continue in the Chairman
- ❖ position for a maximum of no more then 3 years (there is an opportunity to rotate into other board positions)
- ❖ Attend regular monthly board meetings (45 minutes to an hour per meeting) and other board related events or functions

Benefits

- ❖ Directors insurance
- ❖ Continual opportunities for learning through Telecare Cambridge and association partnerships
- ❖ Volunteer appreciation functions – social potlucks, awards and community recognition
- ❖ Opportunities move into other positions within Telecare Cambridge
- ❖ Reference provided at end of term
- ❖ Opportunity to partake in revitalizing an organization through strategic planning



How to apply

- ❖ Visit our website at www.telecarecambridge.com and go to the volunteer link then click on the on line application or fill out the PDF form and mail it in

Telecare Cambridge Distress Centre

www.telecarecambridge.com

519-658-6805