

BOARD OF DIRECTORS ~ Position Description for Directors at Large (General)

Last Reviewed: December 2023

To apply, interested candidates should complete an application form including uploading a resume using the [link here](#). Questions can be sent to jobs@kwic.info.

About KWIC

KWIC is a charitable organization located in Nogojiwanong | Peterborough that connects global issues to local initiatives. We create opportunities that can change how people understand the world and foster equitable and sustainable communities. We make change happen through three key program areas:

- Community Education
- Youth & School Programs
- Umbrella Support for Small and Emerging Projects

KWIC is committed to working from a participatory, anti-oppression, anti-racism, decolonizing and feminist frameworks and encourage all volunteers to deepen their understanding and practice of these issues with us. We are dedicated to global education and popular education (educating for change), consensus based decision making and genuine youth engagement.

About the Position

We are presently seeking skilled individuals (both lived experiences and formal education and experience) with finance, governance, fundraising, leadership, legal and/or global working experience to join our Board of Directors.

With that in mind, we encourage all with an interest in a governance volunteer role to submit an application, regardless of employment experience.

Our board meets 9-10 times a year, and board members support on our many standing board committees including Finance/HR, Communications, Nominations, Fundraising and Programs. On average, our board members dedicate 6-8 hours a month to supporting our work. Board members are expected to support organization development, including taking part in our board fundraising strategy ("Give or Get").

Why Join Our Board?

The Board of Directors is the Legal Authority for the Kawartha World Issues Centre. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization. As a board member, you provide leadership and governance to our charity, ensuring we are working towards our mission. This is a wonderful opportunity to make an impact in our community.

KWIC is at an exciting moment, as we will be implementing our new 2024-2027 Strategic Plan (approved by the Board in 2023) and will be celebrating our 35th anniversary in 2024. There has never been a more urgent time, nor a more exciting moment for global solidarity. We invite you to join us as we work together to create a more just, sustainable world.

Board Term

Each Director is requested to serve a minimum two year term, with an opportunity for renewal for up to 3 consecutive terms. Directors are formally elected at the General Annual Meeting of the members of the Corporation, although a Director may be appointed at any time if needed.

Requirements

- Commitment to the work of the organization
- Knowledge and skills in one or more area of Board governance: fundraising, financial planning, policy, programs, personnel.
- Willingness to serve on at least one committee
- Willingness to participate in board fundraising strategy - "Give or Get"
- Attend all Board meetings and the Annual General meeting (meeting times are collectively established).
- A time commitment of approximately 6 to 8 hours per month (includes Board preparation, committee and meeting time and financial preparation time)
- Actively monitor and respond to KWIC email communication
- Be informed of the services and programs provided by the Kawartha World Issues Centre and publicly support and articulate them
- Prepare for and participate in the discussions and the deliberations of the Board
- Foster a positive working relationship with other Board members, KWIC staff and volunteers
- Be aware of and declare any conflict of interest (see Conflict of Interest Policy)

Major Duties

These are some of the major duties you can expect to support during your time on the board:

- Assist with the establishment of long and short term goals, objectives and priorities for KWIC in meeting its charitable mandate
- Recommend/Implement policies developed by the Board
- Review as necessary the Board's structure, approve changes and prepare necessary bylaw amendments
- Participate in KWIC's development and strategic plan of operation as part of an annual review
- Approve the annual budget
- Approve the hiring of the Executive Director
- Approve the Executive Director's contract based on the recommendations of the Personnel/Executive Committee
- Participate in the evaluation of KWIC activities and performance of the Executive Director
- Assist in developing and maintaining positive relations among staff, volunteers, Board committees, education institutions and the community to fulfill the mission of KWIC
- Report and be answerable to the members
- Participate in one standing committee & its activities (currently: HR/Finance, Programs, Fundraising, Communications, Nominations)
- Lead and/or support KWIC fundraising initiatives, including board fundraising strategy
- Actively champion KWIC in the community

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