

Loan Review Committee Member

Position Description

Position: Loan Officer

Type: Volunteer

About Warden Woods Community Centre

Warden Woods Community Centre is a registered charity with a mission to build caring, compassionate, just, and interdependent communities in Southwest Scarborough. We achieve this by: providing appropriate services to meet social, emotional, educational, cultural, physical and spiritual needs in these communities; linking the communities to internal and external resources to help meet the needs of the whole person; sharing skills within the community in order to identify and develop resources, enabling the community to make and implement informed choices about its needs; and advocating for social justice in community life. Warden Woods in partnership with ACCESS Community Capital Fund, a Canadian Registered Charity, is helping small and emerging businesses in Southwest Scarborough (Ontario, Canada) to access capital by providing loans of up to \$5,000. By granting small loans to local entrepreneurs, Warden Woods is contributing to the community as a whole -- helping more people to become self-sufficient through entrepreneurship.

Role Objectives

The role of the Loan Review Committee ("LRC") member is to receive and evaluate loan applications and build relationships with approved clients. The LRC is comprised of a group of individuals who are committed to sound fiscal management and the fulfillment of ACCESS' mandate.

Activities & Tasks

- Prepare for and attend monthly LRC meeting.
- Interview applicants every 1-2 months, depending on loan volume.
- Review application, business plan, credit check and supporting documents.
- Perform reference checks.
- Prepare written recommendation and financial summary for committee review.
- Present applications to the LRC and address questions and concerns of committee members; notify candidates of outcome of discussion.
- Critically participate in loan approval discussions and contribute prior knowledge and experience.
- Maintain regular contact with and provide assistance to clients following loan approval; report client activity to the LRC on a regular basis and request mentorship for clients on an as needed basis.
- Adhere to established standards and procedures of the LRC and contribute to policy discussions.
- Participate in other initiatives of the LRC or ACCESS on an as needed basis.

Time Commitment Expected

- 1-2 year term, renewable by mutual agreement. 6-10 hours/month, depending on loan volume.

Skills, Experience & Qualifications

- Experience in one or more of the following areas:
 - Entrepreneurship, especially small business and start-ups
 - Banking, especially small business loans
 - Other professional fields, such as finance, accounting, law, marketing
- Strong community involvement or knowledge of local market dynamics and businesses.
 - Experience working with low-income communities.
- Excellent written and oral communication skills.
- Comfort level with interviewing and presenting before a group
- Knowledge of second language an asset.

Support, Supervision and Evaluation provided by

Program Manager and Chair of Loan Review Committee

Benefits to the Volunteer

- Opportunity to support the economic and social development of Southwest Scarborough by providing access to capital to entrepreneurs.
- Opportunity to learn more about character-based lending, loan evaluation, risk assessment, and entrepreneurship
- Opportunity to network with other volunteers from various skills and backgrounds.

To Apply:

Please download a copy of the volunteer application form, available at www.wardenwoods.com/community-development, and submit with a copy of your resume or CV to rosammag@wardenwoods.com