

## **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](http://www.wardenwoods.com/community-development), and submit with a copy of your resume or CV to [rosammag@wardenwoods.com](mailto:rosammag@wardenwoods.com)