

Job Posting

Organization: Warden Woods Community Centre (WWCC)

Position: Chair of the Board of Directors (Volunteer Role)

Location: Southwest Scarborough (Warden Avenue/St. Clair Avenue East)

The Organization

Warden Woods Community Centre is a multi-service charity working with and for communities to meet the evolving needs and interests of neighbours in Southwest Scarborough. Founded in 1970, our Programs and Services currently include daycare, early years, child and youth programs, adult and senior programs, drop-in's and emergency shelter.

Our mission is to build caring, compassionate, just and interdependent relationships with and for communities in Southwest Scarborough. For over 50 years WWCC has helped cultivate social and economic empowerment across the growing communities we serve.

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.
- Advocating for social justice in community life.

Position

We are seeking an exceptional leader to serve as Chair of our Board of Directors. This senior volunteer leadership role requires an individual with governance experience, preferably including previous board service and demonstrated leadership in nonprofit organizations. Non-profit board experience is essential, as is residency or employment within the Toronto municipal boundary. As Board Chair, this individual will provide strategic leadership to the Board and serve as the primary governance partner to the Executive Director. The Chair will lead the Board in fulfilling its mission-based leadership and strategic governance responsibilities while ensuring effective board operations and accountability.

Board Chair Responsibilities

Leadership and Governance

- **Board Leadership:** Chair all board meetings, ensuring productive discussions, effective decision-making, and adherence to governance protocols
- **Strategic Partnership:** Serve as the primary board liaison to the Executive Director, providing guidance and support in strategic planning and organizational development
- **Board Development:** Drive efforts to recruit, orient, and develop board members; ensure board composition reflects organizational needs and community diversity

- **Performance Management:** Lead the annual performance evaluation of the Executive Director and oversee board self-assessment processes owned by the governance committee
- **Crisis Management:** Provide leadership during organizational challenges and serve as primary spokesperson for board decisions

Organizational Oversight

- **Fiduciary Leadership:** Ensure the board fulfills its fiduciary responsibilities, including oversight of finances, risk management, and legal compliance
- **Strategic Planning:** Lead the board's role in developing, implementing, and monitoring the organization's strategic plan
- **Policy Governance:** Ensure effective board policies are in place and regularly reviewed
- **Stakeholder Relations:** Represent the organization to key stakeholders, funders, and community partners
- **Accountability:** Ensure board resolutions are implemented and organizational performance is regularly monitored

Board Operations

- **Meeting Management:** Set board agendas in consultation with the Executive Director, facilitate effective meetings, and ensure follow-up on action items
- **Committee Oversight:** Provide guidance to committee chairs and ensure effective committee operations
- **Board Culture:** Foster a positive, inclusive, and productive board culture that reflects WWCC's values
- **Conflict Resolution:** Address board conflicts and ensure constructive working relationships among board members

Terms and Commitment

The Board Chair will serve a two-year term and may be eligible for re-election for an additional term as Chair. Following completion of chair duties, the individual may continue to serve as a general board member subject to standard term limits.

Time Commitment: Estimated at 12-15 hours monthly, including monthly board meetings, Committee participation and oversight, regular communication with Executive Director, Stakeholder meetings and organizational representation, meeting preparation and correspondence, and so on.

Board meetings are generally held monthly in the evenings and are primarily conducted online. The Chair is expected to attend all board meetings and maintain regular communication with the Executive Director between meetings.

Qualifications

This is an exceptional opportunity for a seasoned leader who is passionate about WWCC's mission, has demonstrated expertise in nonprofit governance/community leadership, and is willing to deepen their skills as a Board Chair to advance the important work of WWCC.

Required Qualifications:

- Minimum 5 years of leadership experience in business, government, philanthropy, or the nonprofit sector
- Previous nonprofit board experience, with preference for board chair or vice-chair experience
- Deep understanding of nonprofit governance, fiduciary responsibilities, and strategic oversight- and willingness to learn more in relation to supporting the work of WWCC
- Demonstrated ability to build relationships, facilitate difficult conversations, and build consensus among diverse stakeholders
- Strong commitment to and understanding of WWCC's mission and the communities we serve
- Exceptional communication skills, both written and verbal
- Personal qualities of integrity, credibility, and passion for community development and social justice

Preferred Qualifications:

- Experience with multi-service community organizations or similar complex nonprofits
- Background in areas such as community development, social services, healthcare, education, or related fields
- Experience with organizational change management and strategic planning
- Knowledge of funding environments and experience with donor relations
- Bilingual capabilities reflecting the diverse communities served

Commitment to Diversity, Equity and Inclusion

At WWCC, board diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is unwavering and central to our mission and impact within our wonderfully diverse community. We know that having inclusive leadership with varied perspectives helps generate better ideas to support our multi-faceted community's needs.

As Board Chair, this individual will champion diversity, equity, and inclusion within board governance and organizational operations, ensuring that WWCC's leadership reflects and serves our diverse community.

Compensation

Service as WWCC's Board Chair is without remuneration, except for administrative support and travel and accommodation costs related to Board Chair duties.

To Apply: We ask interested candidates to forward their resume and a cover letter outlining their interest and qualifications for the Board Chair position to Governance@wardenwoods.com by July 20th, 2025.

