Director

Date posted
29 November 2024

Job type
Volunteer

Description
*** Please read the entire post right through to the end. Thank you. ***

Purpose: The purpose of this position is to provide advice, governance, and oversight in policy-making, strategic direction, and leadership for Journey to Diversity Workplaces. As a board member, you will also assist in the general promotion of the organization to support its mission and meet its needs.

Mission: Journey to Diversity Workplaces, incorporated in December 2013, aims to promote diversity in the workplace and foster a better workplace environment through progressive policies.

Meetings and time commitment:

The board convenes year-round, every two months, except in December, on the second Sunday of the month, at 5:00 p.m. ET via Google Meet. Additionally, there are one or two in-person meetings per year. Meetings typically last between 90 minutes to 2 hours. Committees of the board meet approximately four times per year, depending on their respective work agendas.

Expectations of board members:

- Regular Attendance and Participation: Attend and actively participate in board meetings and special events to the best of your ability.
- Committee Engagement: Serve on at least one standing committee of the board and be willing to contribute to ad-hoc committees as needed.
- Address Community Concerns: Stay informed about community concerns that align with Journey to Diversity Workplaces' mission, objectives, and programs, and seek opportunities to address them.
- Communication and Promotion: Help communicate and promote Journey to Diversity Workplaces' mission, programs, and initiatives to the community through various channels.
- Financial Support: Facilitate financial contributions or in-kind donations to Journey to Diversity Workplaces as appropriate, without any specific minimum or maximum requirement.
- Social Media and Website Support: Share crowdfunding/fundraising social media posts and promote any items posted on the Journey to Diversity Workplaces website.
- Financial Literacy: Familiarize yourself with the organization's finances, budget, and financial/resource needs to contribute to informed decision-making.
- Understanding Policies and Procedures: Gain a thorough understanding of Journey to Diversity Workplaces' policies and procedures to ensure compliance and adherence.
- Attendance at special events is expected no more than twice a year.

Hiring organization
Journey to Diversity Workplaces

Beginning of employment
15 January 2025

Duration of employment
Ongoing

Industry
Non-Profit

Valid through
15.01.2025

Responsibilities

- **Organizational Leadership and Advisement:** Provide leadership and guidance to the organization, working closely with the board of directors, officers, and committees to ensure effective decision-making and strategic planning.
- **Policy Formulation and Oversight:** Participate in the development, review, and implementation of organizational policies and procedures, ensuring they align with the mission and objectives of Journey to Diversity Workplaces.
- **Financial Management:** Contribute to the oversight of financial matters, including the adoption and monitoring of the annual budget, fundraising efforts, and financial resource planning.Program Planning and Evaluation: Oversee the planning, implementation, and evaluation of programs and initiatives to promote diversity and inclusion in the workplace, ensuring their effectiveness and alignment with the organization's mission.
- **Personnel Evaluation and Staff Development:** Collaborate in personnel evaluation processes, providing input and support for staff development and growth opportunities within the organization.
- **Program Planning and Evaluation:** Oversee the planning, implementation, and evaluation of programs and initiatives to promote diversity and inclusion in the workplace, ensuring their effectiveness and alignment with the organization's mission.
- **Review of Organizational and Programmatic Reports:** Review and analyze reports on the organization's performance, programs, and outcomes, offering insights and recommendations for improvement.
- **Promotion of the Organization:** Actively promote Journey to Diversity Workplaces to raise awareness, engage stakeholders, and foster partnerships to advance the organization's mission.
- **Fundraising and Outreach:** Contribute to fundraising efforts and outreach activities, seeking opportunities to secure financial contributions and partnerships to support the organization's initiatives.
- **Collaboration with Board Members:** Collaborate effectively with other board members, sharing expertise, insights, and recommendations based on individual experiences and community perspectives.
- **Length of Term:** Serve a two-year term, which may be renewed.

Job Benefits

- **Meaningful Contribution:** Serving on a volunteer board allows you to make a meaningful impact in your community or a cause you care about. You have the opportunity to shape the organization's direction and contribute to its success.
- **Professional Development:** Board service offers valuable opportunities for professional growth. You can enhance your leadership, decision-making, and problem-solving skills, gaining experience that can be transferrable to your career.
- **Networking:** Joining a board exposes you to a diverse network of individuals who share your passion for the organization's mission. Networking with professionals from various industries can expand your connections, opening doors to new opportunities and collaborations.
- **Knowledge and Expertise:** As a board member, you gain insights into the organization's operations, financial management, governance, and strategic planning. This exposure broadens your knowledge base and provides a holistic understanding of running a nonprofit or community organization.
- **Community Recognition:** Serving on a board of directors enhances your

reputation and visibility within the community. It showcases your commitment to social responsibility and demonstrates your willingness to contribute your time and skills for the betterment of society.

- **Personal Fulfillment:** Volunteering on a board can be personally fulfilling, allowing you to align your values with your actions. You have the satisfaction of knowing that you are making a difference and positively impacting the lives of others.
- **Learning from Peers:** Board service provides an opportunity to learn from other experienced professionals on the board. You can gain insights from their expertise, perspectives, and diverse backgrounds, fostering personal growth and learning.
- **Board Leadership Experience:** Serving on a board allows you to develop leadership skills by working collaboratively with fellow board members, managing conflicts, and making strategic decisions. This experience can be valuable for future leadership roles.
- **Board Governance Training:** Many organizations offer training and workshops for board members, helping you develop a deeper understanding of board governance principles, legal responsibilities, and best practices. This knowledge can be applied to other areas of your life as well.
- **Personal Connections:** Beyond professional benefits, serving on a volunteer board often leads to personal connections and friendships. You have the opportunity to build relationships with like-minded individuals who share your passion for making a difference.

Apply in confidence with your LinkedIn URL or other online resume URL.

For more information on our board or for any accommodations that are needed, please contact Peter V. Tretter, President & CEO.



Job Location
Remote work from: Ontario, Canada