



BOARD OF DIRECTORS

VOLUNTEER MEMBERS WANTED

BOARD FINANCE COMMITTEE - TREASURER

Fife House Foundation is looking for dedicated volunteer with finance or accounting experience to join our Board of Directors, effective September 2024.

Fife House is an innovative, client-focused provider of secure and supportive affordable housing and services to people living with HIV/AIDS in the Greater Toronto Area. With approximately 110 staff working across 6 locations, in 2022-2023 Fife House served more than 900 residents and clients by providing supportive and transitional housing programs as well outreach programs to homeless clients and their families.

Fife House understands that historically marginalized groups in our communities often encounter particular barriers to full access and participation. We therefore commit to actively dismantling all forms of racism and systemic oppression with GIPA/MEPA at the forefront, including in our own organization and across governance structures. As a settler agency, Fife House stands in solidarity with Indigenous and Black Peoples across Turtle Island and recognizes the role we have in the work of reconciliation and healing.

The Role

The Board of Directors is responsible for direction and oversight of Fife House programs and services. Board responsibilities include long-range and short-term planning, development of Fife House positions, and review of Fife House's annual budget and other fiscal reports. We are looking for individuals with finance and/or accounting backgrounds to support the Finance Committee and consider the role of Volunteer Treasurer:

As an officer of the board, the Treasurer is responsible for overseeing all aspects of an organization's finances at the governance level. Not only do they monitor the organization's financial condition, but they also keep the Board of Directors up to speed on all things financial so they can make better decisions.

The Treasurer is involved in broad-scale, strategic undertakings like:

- Spearheading budget discussions during board meetings
- Assessing the organization's funding model
- Advancing the financial literacy of board members
- Serve as Chair of the organization's Finance Committee

From a strategic perspective, non-profit Treasurers are often responsible for ensuring the organization has sound financial measures and internal controls in place—including, in some cases, the development and implementation of policies to invest funds and maintain cash reserves. The Treasurer will ensure funding is being spent in accordance with any restrictions and ensure budgets and other financial reports are periodically prepared and presented to Board members for regular review and discussion.

Volunteer Board members:

- Are able to bring diverse and varied perspectives to the Board table and who are representative of the diverse populations of the City of Toronto and the Greater Toronto Area;
- Are committed to attending and actively participating in Board meetings and Committee discussions;
- Have the ability to work with their fellow Board members in a collegial manner;
- Possess independent judgement and have the candour and willingness to discuss challenging issues;
- Are prepared to leverage their personal and professional connections to further the interests of Fife House.

Your Commitment

- Board members are expected to attend up to 10 meetings per year, in person or by video conferencing, review materials in advance of Board meetings, and come prepared to ask questions and participate in discussions;
- Board members may be asked to attend additional Board meetings, for example, when specific topics require in-depth discussion, or for training and development opportunities;
- Board members are expected to serve on one or more Committees of the Board and to actively participate in Committee work;
- Board members serve a two (2)-year term with a maximum of three consecutive terms;
- To help ensure that the Board never loses sight of the realities of living with HIV/AIDS, membership must include a minimum of two (2) individuals with lived experience.

Desired Attributes, Skills and Expertise

We will give preference to those with expertise in one or more of the following areas:

- Industry knowledge and experience (including volunteer) working in or with non-profit organizations that serve underserved and vulnerable adults from diverse communities
- Public relations and communications
- Strategic planning and performance management
- Fundraising and development
- Stakeholder engagement, in particular provincial government relations
- Experience with multi-funded agencies and the intersectionality of supportive housing, HIV/AIDS, mental health and addictions

Eligibility Criteria

- Directors must be at least 18 years old and must live or work in the City of Toronto
- Undischarged bankrupts are not eligible to serve as Directors

TO APPLY

- If you have the time, enthusiasm, and expertise that may benefit Fife House, please forward your expression of interest, including a brief resumé by email using the subject line “Volunteer Board Member” to: HR@fifehouse.org
- We would like to hear from you by June 1, 2024.

Fife House is committed to upholding the values of equity, diversity, and inclusion in our living and work environments. We know that diversity underpins excellence, and that we all share responsibility for creating an equitable, diverse and inclusive community. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- Persons living with HIV/AIDS
- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;
- Persons with visible and/or invisible (physical and/or mental) disabilities;
- Persons who identify as women; and
- Persons of marginalized sexual identities, gender identities, and gender expressions.

We recognize that many of these identities intersect and that therefore, equity, diversity and inclusion can be complex. We value the contributions that each person brings, and are committed to ensuring full and equal participation for all in our community.

Accommodations are available by request for candidates taking part in all aspects of selection process.

NOT SURE YOU ARE READY TO BECOME A BOARD MEMBER, BUT WANT TO VOLUNTEER?

If you are not sure that your time availability, experience, or expertise is a good fit to become a Board member, perhaps participation on one of our Committees would suit you better. Please email HR@fifehouse.org to begin the discussion.