**VITA CENTRE - Volunteer Board Member**

***Do you want to make a difference and can commit?***

***Then we need you!***

Vita Centre is a not-for-profit organization dedicated to providing support, education and counseling to pregnant and parenting youth in Peel. We are currently seeking Board and Committee volunteers from diverse backgrounds to participate and share their knowledge and experience and help Vita Centre realize its potential for good.

**Responsibilities:**

**General Functions of the Board**

It is the Board which determines policy; selects its Executive Director; initiates and/or approves of programs and services to be offered; is responsible for funds, both government and private, and exercises the power and authority vested in it by its Letters Patent and by-laws.

**More specific responsibilites include**:

* Keeping abreast of community needs and trends so they may be reflected in the organizations’s policies and programs
* Directing the organization according to the stated Letters Patent and by-laws
* Ensuring that the organziation meets the needs of clients
* Planning for and pursuing sufficient funds to operate the organization effectively
* Approving and controlling the agency’s operating budget and other financial and material resources
* Assuring the maintenance of accurate financial records in proper accounting order, with financial controls and having audited financial reports available
* Ensuring that the corporation is adequately insured for all possible and/or likely eventualities including Director and corporate liability insurance
* Establishing sound human resource policies and procedures
* Striving for an effective working relationship between the Board and staff
* Playing an active role in promoting and marketing the agency and its services
* Selecting and evaluating the Executive Director

**Time Commitment:**

4 – 8 hrs. per month; generally meetings are in the evening

**Other Requirements:**

* 2-3 years of previous Volunteer Board experience in the Non Profit Social Services sector
* Committed to the work, mission and strategic goals of the organization
* Regularly attend board meetings and important meetings/special events
* Participate actively in committee work
* Lead by example
* Advocate on behalf of the organization
* Represent the organization, as requested

**To apply, please email your resume and letter of interest to Tanya Pereira, Operations Director, at** [**t.pereira@vitacentre.org**](mailto:t.pereira@vitacentre.org)

For more information please call 905-502-7933 or visit [www.vitacentre.org](http://www.vitacentre.org/)