



## **Position Description: Member, Board of Directors June 2026**

This document serves to layout the duties, expectations and desired attributes of a member of the Board of Directors for Christie Lake Kids.

### **Our Organization**

Christie Lake Kids (CLK) is a charitable organization committed to serving children from low-income families in the Ottawa area for over 100 years. CLK provides free programs year-round including after school and summer camp opportunities for young people aged 6-17 years. For more information, please visit our website [www.christielakekids.com](http://www.christielakekids.com)

### **Our Board**

The CLK Board of Directors, comprised of dedicated leaders from both the non-profit and for-profit sectors, is committed to CLK's organizational mission to offer quality programs that build skills and enrich lives. In addition to standard responsibilities, our Board members act as advocates and ambassadors for the organization. They are fully engaged and support the organization's efforts to advance its mission. The CLK Board strives to be a model of governance and leadership for the organization.

### **Commitment**

Board Members serve an expected commitment of a three-year term, with the possibility of an extension. The CLK Board meets six times per year online, and once in person for our annual general meeting. Pre-reading is required in preparation for all meetings. Quorum is half of the membership plus one.

Board members are encouraged to attend at least one of CLK's marquee fundraising events throughout the year. Board members are also strongly encouraged to make financial donations to the charity, in no specified amount.

All Board members are active participants on a subcommittee that reports to the Board, including Programs; Human Resources, Governance and Equity; Finance and Audit. These subcommittees include community members at-large.

### **Position Disclaimer**

CLK is committed to providing safe and quality programming that values and respects the diversity of the communities we serve. As such, we maintain equitable employment practices inclusive of all races, genders, religions, sexual orientations, abilities, national origins, genetics, and age.

## **Leadership Opportunity**

In a voluntary capacity, as of June 2026, we are currently seeking two new Board Members to act in accordance with and in support of the mission, excellence, and viability of CLK.

We are specifically seeking:

1. **Treasurer** – this person will also serve as Chair of the Finance and Audit subcommittee; requires a CPD designation.
2. **Fundraiser**

Interviews will be conducted in August, and new Board members will be voted in at the meeting on September 23, 2026. |

## **Desired Skills, Abilities and Experience**

- Has established a strong community network and will leverage it on behalf of CLK
- Previous Board and/or Committee experience, preferably in the nonprofit sector
- Willingness to participate in a subcommittee capacity that reports separately to the Board of Directors – on average one extra meeting per month.
- Priority will be given to those whose work and volunteer experience aligns
- Bilingual / Trilingual is an asset.

## **Duties and Expectations**

- To attend meetings scheduled for the last Wednesday (evening) in Sept, Oct, Nov, Jan, March, April and May. This does not include subcommittee meetings, which is extra time.
- To engage in matters of strategic planning, fundraising and governance.
- Attend and actively participate, lending expertise and insight at very interaction.
- Willingness to lead or join one or more of CLK's subcommittees.
- Discuss and vote on appropriate agenda items.
- Be an advocate for Christie Lake Kids in the greater community.
- Attend and support CLK's fundraising events, and other activities as requested.
- Make a financial donation to the charity, in no specified amount – at your discretion.

## **Qualifications**

- Proven leadership in the not-for-profit charitable sector.
- Ability to commit to a minimum three-year term (minimum).
- Strong English-speaking, reading and writing skills are required.
- Current police record check (Level 2).

If you are interested in applying for a position on the Christie Lake Kids' Board of Directors, please send your CV and cover letter to [volunteer@christielakekids.com](mailto:volunteer@christielakekids.com) attention: Geisel Portales, Volunteer Coordinator, no later than August 7<sup>th</sup>, 2026.

We wish to thank everyone who applies, and only those who are invited for an interview will be notified in writing about next steps in the application process.