



## JOB DESCRIPTION Volunteer Board Director

### Our Vision:

*The Native Canadian Centre of Toronto is dedicated  
to helping all of our relations on their journey*

---

The Native Canadian Centre of Toronto (NCCT) is a non-profit, charitable organization located in the heart of downtown Toronto. The NCCT offers a wide range of Indigenous programs and services based on Indigenous cultural traditions and teachings.

**I Position Title:** Volunteer Board Director

**II Term & Time Commitment:** Three (3) year term (as per by-law), renewable once, six (6) hours a month (board meetings, preparing for board meetings, participating in committees, and attending special events)<sup>1</sup>

**III Duties and Responsibilities:**

**Responsibilities:** Board directors are responsible for acting in the best long-term interests of the NCCT and the community and will bring to the task of informed decision-making, broad knowledge, and an inclusive perspective.

**Duties:** Every member of the Board of Directors is expected to participate as follows<sup>2</sup>:

- Prepare for and participate in board meetings
- Listen to others' views, advocate their own, identify common interests and alternatives, and be open to compromise
- Support governance decisions once made
- Participate in the review of the NCCT's mission and objectives and in the development of a strategic plan
- Help the board monitor the performance of the NCCT concerning its mission, objectives, core values, and reputation
- Abide by the by-laws, code of conduct, conflict of interest, and other policies that apply to the board
- Participate in the approval of the annual budget and monitor the financial performance of the NCCT in relation to it
- Help establish, review, and monitor operational policies
- Participate in the hiring of, and if required, the releasing of the Executive Director
- Participate in the performance evaluation of the Executive Director
- Identify prospective board members and possibly help recruit them
- Participate in the evaluation of the board itself (annual board self-evaluation)
- Contribute to the work of the board as a member of a board committee<sup>3</sup>
- Attend and participate in the Annual General Meeting
- Be an ambassador for the NCCT ensuring one's involvement is known within their network of friends and contacts
- Keep informed about community issues relevant to the mission and objectives of the NCCT

---

<sup>1</sup> The amount of time expected of directors will vary depending on the committees and circumstances

<sup>2</sup> This list does not include specific fundraising responsibilities, which is an important part of the work of directors.

<sup>3</sup> The NCCT Board will make every effort to be realistic and specific about committee responsibilities as this can be a major contributor to board member "burn-out" and can pose an obstacle in trying to recruit new board members.



- IV Accountability:** The Board of Directors is collectively accountable to the members, community, funders, and other stakeholders. They are accountable for the NCCT’s performance in relation to its mission and strategic objectives and for the effective stewardship of financial and human resources.
- V Authority:** Individual board members have no authority to approve actions by the NCCT, to direct staff, or to speak on behalf of the NCCT unless given such authority by the board.
- VI Qualifications:**  
The following are considered key qualifications:
  - Previous board experience
  - Focus on fundraising, youth advocacy, and financial knowledge would be considered an asset
  - Knowledge of the Indigenous community
  - Commitment to the NCCT’s mission and strategic directions
  - A commitment of time
  - Openness to learning
- VII Evaluation:** The performance of individual directors is evaluated annually in the context of the evaluation of the whole board and is based on the carrying out of duties and responsibilities as outlined above.
- VII Removal of a Board Member:** A director may be removed from the board, by majority vote, for trying to exercise authority where they have none or for not following the code of conduct or other policies that apply to the board.

Being absent from three consecutive board meetings without notice and reasonable cause will result in the automatic removal from the board unless otherwise determined by a decision of the board.

+++++

Please send cover letter and resume to:  
Elisabeth Pohl, Executive Assistant  
[epohl@ncct.on.ca](mailto:epohl@ncct.on.ca)  
Position(s) Open Until Filled  
Attention: NCCT BOARD OF DIRECTORS

The Native Canadian Centre of Toronto is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to this opportunity, please advise our Executive Assistant Elisabeth Pohl at [epohl@ncct.on.ca](mailto:epohl@ncct.on.ca) or 416 964 9087 x 102 of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.