



Agapè Centre Board Member Job Description

Mission:

The Agapè Centre is a non-profit organization that works to reduce the impact of poverty on people within the community, through the main services of a food bank and community kitchen. We believe that everyone deserves respect, compassion and to be treated in a dignified, fair and equal manner. As a member of the Good Food Organizations, we are committed to working for a healthy and fair food system, and use the good food principles for guiding decisions.

Board Member Role:

The Agapè Centre's Board of Directors provides volunteer oversight and leadership for the organization, while day-to-day operations are led by the Executive Director and Operations Manager. Board membership is comprised of up to 10 directors, including 4 executive roles.

Board Member Responsibilities:

Leadership and Governance:

- Developing strategic plan with the Executive Director and working with him/her to ensure proper implementation
- Reviewing program needs, impact, and effectiveness.
- Reviewing financial statements on a monthly basis to ensure fiscal responsibility.
- Approving annual budget, audit reports, and any significant changes to the organization.
- Reviewing agenda and materials before meetings.
- Ensuring that resolutions are carried out.
- Preparing annual performance evaluation for the Executive Director.
- Working in partnership with the Executive Director to identify and recruit board members on an ongoing basis.
- Serving on one or more of the following committees: Fundraising; Strategic Planning, Membership; Governance; Budget and Finance
- Representing the Agapè Centre to the community and acting as an ambassador.

Fundraising:

As a non-profit charity, the Agapè Centre must fundraise its annual budget through a combination of applications to grants and foundations, monthly donors, revenue from its social enterprise ("New

for You” thrift store), events, annual gifts, and partnerships with local businesses and organizations. Board members assist with this endeavor through cultivating and nurturing donor relations to attract and retain supporters, and by taking part in fundraising events.

It is important that the Agapè Centre can show internal financial support when looking to the community for funding, so all board members are expected to make monthly or annual contributions within their means.

Participation:

- Board members serve a three-year term, eligible for re-appointment to a maximum 6 years of consecutive service.
- It is expected that more experienced board members will take on executive roles or participate in more committees.
- The board of directors meets monthly 10 times a year, and committees meet on an ad hoc basis.

Qualifications:

- Passionate about the Agapè Centre’s mission.
- Have a commitment to and understanding of those how use the Agapè Centre’s service and a desire to make a difference with the community of people who need a leg up.
- Able to communicate the organization’s purpose and needs with the community.
- Strong community ties
- Possess leadership qualities, professionalism and interpersonal skills.
- Some helpful backgrounds include: project management; accounting; nurse, doctor or dietician; social work or mental health field; lived experience. Board experience preferred.

Contact:

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The Agapè Centre is committed to transparency and is seeking diversity in its leadership.

For more information, please visit the Agapè Centre’s website at www.agapecentre.ca.