



## **VOLUNTEER JOB DESCRIPTION: BOARD MEMBER (DIRECTOR)**

LITE is a dynamic and innovative registered charity that creates job experiences for people in Winnipeg who are held back from opportunities due to social and economic circumstances. LITE supports the growth and vitality of the social enterprise sector, as well as operates its own small social enterprise. We are largely funded by the generosity of donors and aim to continually increase our earned-revenue potential with the ultimate goal of creating more job, training, and small business opportunities with the communities we serve. We are a partnership-based organization and promote creative collaborations between business, non-profit and social enterprises across Winnipeg.

LITE is recruiting board members who can lead LITE into a future that we envision as more innovative, and more entrepreneurial – both in activity and outcomes.

The board is looking to recruit board members with one (or more) of the following skills, experience and attributes:

- Accountant/CPA
- Legal expertise
- Business development experience
- Risk Analysis and Management
- A commitment to philanthropy, especially philanthropy that can support the growth of social enterprise and long-term poverty reduction
- Roots in and passion for the communities' LITE serves, incl. Winnipeg's North End, Downtown, West End & other neighbourhoods, see <https://www.lite.mb.ca/community/>
- Experience as an employee or community member at a LITE-partner or other CED organization
- Persons with relevant Lived Experience
- Strong faith-based or business network(s)

As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

**QUALIFICATIONS/SKILLS/EXPERIENCE:** Board members are LITE's most dedicated volunteers, and are willing to champion our work among their network and are passionate about economic development from community-based, justice-informed and innovation-led perspectives. Board members possess or are open to learning knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and/or philanthropy. Seeking strategic-minded individuals with the ability to think big picture and long-term. As well as the ability to contribute time and energy through active participation on the Board and its Committees.

The Board is committed to diversity, equity and inclusion. Persons with relevant lived experience, First Nations, Metis and Inuit peoples, Black people and other people of colour, persons with disabilities, and persons of diverse gender identities are encouraged to self-identify in their application.

**TERM:** Directors are elected by the membership at the Annual General Meeting. Directors serve for a two-year term. Directors are able to seek re-election for subsequent terms.

**REQUIREMENTS:**

- Excited and passionate about LITE’s goals of making the labour market more open and just; and to support the ability of Winnipeggers who experience barriers to employment to create economic opportunities that support their goals, families and values.
- Excitement at the prospect of developing a charity funded, in part, by social enterprise; and interest in how major donors could support this development as well as the larger sector.
- Interest or knowledge in one or more areas of Board governance: policy, finance, programs, personnel, and/or philanthropy.
- Willingness to “roll up your sleeves” to be a champion of LITE’s work: Board members support our annual giving program by making timely thank you calls to donors, helping identify potential supporters and regularly promote LITE to their professional networks.
- Attendance at Board meetings (Calendar established annually. Meetings tend to be monthly or bi-monthly).
- Attendance and general involvement at all LITE events including the Annual General Meeting (September), Wild Blueberry Pancake Breakfast (November).

**MAJOR DUTIES:**

- Governing LITE by the broad policies developed by the Board.
- Acting a sounding board for LITE’s executive director and providing feedback on operations, helping to guide strategy, offering professional expertise and moral support.
- Establish overall long- and short-term goals, objectives and priorities.
- Recommend policy to the Board.
- Promote participation in LITE through community networking and donor relations.
- Monitor and evaluate the effectiveness of LITE through a regular review of programs and services.
- Be accountable and seek nominations for election to the Board when appropriate.
- Prepare for and participate in the discussions and the deliberations of the Board.
- Foster a positive working relationship among Board members and LITE staff.
- Be aware of, declare, and abstain from any conflict of interest.

**Time Commitment:** 5-8 hours per month, (includes Board preparation, meeting and committee meeting time, fundraising activities & events). Please note that September-December is LITE’s busy season.

**To express interest, please email résumé to [info@lite.mb.ca](mailto:info@lite.mb.ca) by Friday July 7, 2023. Thank You!**