



Big Brothers Big Sisters
OF LONDON AND AREA

BOARD NOMINATION PACKAGE



CONTACT US

 415 Wharncliffe Rd. S. London, ON N6J 2M3

 (519) 438-7065

 board.london@bigbrothersbigsisters.ca

 london.bigbrothersbigsisters.ca

 @Bbbsola

Thank you for your interest in becoming a Director of the Board of Big Brothers Big Sisters of London and Area (BBBSOLA). The first step in the application process is to read this information package and complete the nomination forms.

Who is BBBSOLA?

Our Mission: To enable life-changing mentoring relationships to ignite the power and potential of young people.

Our Vision: All young people realize their full potential.

Each year, BBBSOLA serves over 1000 children and youth between the ages of 7 and 18. BBBSOLA offers both community-based and school-based programs for children and youth residing in London and Middlesex County.

Please visit our [website](#) to learn more about our history and the programs we deliver. In preparation for your application, be sure to check out our [Strategic Plan](#) and [Annual Report](#).

Director Role & Organizational Structure

The role of director is an important one. As a director you will sit on BBBSOLA's board whose purpose is to ensure the organization is managed effectively, efficiently, and lawfully. The Board fulfills these responsibilities by setting policy, monitoring compliance, and ensuring accountability of the Executive Director for operational success.

Often, board members give additional time by joining an additional committee, such as: The Fund Development Committee, Governance Committee, event planning committees, and others. Participating on a committee is a great way to enhance your own learning and contributions to the agency.

BBBSOLA's organizational structure is shown below:



More information regarding the director's role is provided in the job description below. Please review prior to applying.

The Commitment: Fast Facts

- You will be asked to make a two-year commitment to the role, typically beginning in September.
- You will attend monthly board meetings and occasionally be asked to attend additional meetings if an urgent matter arises.
- Your key responsibility will be to advise and guide BBBSOLA by helping to set strategic priorities and make decisions that can have a lasting impact on our organization.
- You will support fundraising initiatives by promoting them to your personal network and by being an advocate for BBBSOLA in the community.
- You will become a financial contributor to our organization at a level that is meaningful to you.

How to Apply

If you're ready to take the leap and help us ignite the potential of young people in our community, your first step is to fill out [THIS NOMINATION PACKAGE](#). Be sure to have your resume, cover letter and three references ready as you'll be asked to upload them to complete the questionnaire.

If you encounter any issues uploading your documents, they can also be emailed to board.london@bigbrothersbigsisters.ca with the subject "Application to the Board."

Candidates moving forward in the process will be contacted by a member of the Board Nominations and Development Committee.



Job Description – BBBSOLA Board of Directors

Time Commitment:

2+ years to begin September 2021

Deadline to Apply:

June 30, 2021

Mission Statement: *BBBSOLA aims to enable life-changing mentoring relationships to ignite the power and potential of young people.*

For 50 years, Big Brothers Big Sisters of London and Area has been supporting children and youth (Littles) in our community by providing them with a mentor, or a Big, as we call them. All our programs—whether it's 1:1 matching or group sessions—have the gold standard of mentorship at their core.

Reporting to the Chair of Big Brothers Big Sisters of London & Area's Board of Directors, a Director is responsible for determining policies and procedures for the agency, monitoring agency performance to achieve its mission, assisting in fundraising activities, ensuring the agency is in compliance with its legal requirements and ensuring the agency is financially stable and sustainable.

Duties include:

- Gain an understanding of the agency, the programs offered, and how the agency operates
- Prepare for and attend monthly board meetings; actively participate in board discussions and decisions
- Opportunity to join and contribute to sub-committee(s) to provide support and expertise
- Assist in establishing and reviewing policies that guide the agency in achieving its mandate
- Ensure financial accountability of the agency to its stakeholders
- Ensure the agency has sufficient and appropriate resources to fulfill its mission
- Promote community support and involvement in agency fundraisers
- Financially support the agency to the extent possible
- Provide mentorship to new board members as needed

Estimated Time Commitment:

Candidates can expect approximately 5 hours per month for regular board and committee meetings, email and phone correspondence, review of materials, donor calls, attending networking or fundraising events, and other duties as needed. Board meetings are currently held at 5:00pm on the 3rd Wednesday of the month (subject to change). The Annual General Meeting is held in September. Additional time may be required depending on level of committee involvement and any other special projects or issues that arise.

Preferred Skills and Experience:

- Previous board of director or committee experience is an asset, although not necessary, as mentoring is provided by a current board member throughout the first six months.
- Work or volunteer experience and/or training in areas such as legal, human resources, fund development, government relations, program service delivery and evaluation, and policy

- development is considered an asset.
- A current Police Records Check will be required upon successful nomination.
 - Desire to participate in the process, and ability to bring your expertise and opinions to the team
 - Ability and willingness to collaborate with staff and other volunteers effectively and positively
 - Diversity and inclusion awareness

While all applicants will be considered, preference may be given to those candidates with the following additional skills:

- Board Governance
- Legal knowledge (law degree)
- Policy Writing

Big Brothers Big Sisters of London and Area strives to build and maintain a board and staff that reflect the diversity in our community. We welcome applicants of all faiths, cultural background, gender, race, orientation, and ability.