**Volunteer, Board Member (Finance)**[**Version française**](https://charityvillage.com/directories/volunteers/search-results/volunteer-detail.aspx?id=252848&l=2)

The Caledon Parent-Child Centre (CPCC) is a non-profit community service organization that provides support, resources and education that strengthen families and promote the optimal development of children. The Centre serves families and caregivers with young children, primarily from birth to six years of age. The CPCC has been serving Caledon and the surrounding area since 1987, currently with 3 dedicated Centres in Bolton, Caledon East and Southfields Village. A mobile unit and rented space provide programs and services to families in various rural communities throughout Caledon.

**Position Summary**The Board of Directors of the Caledon Parent-Child Centre is a policy-making Board. Board Members participate in governance and decision-making, which ultimately determines the strategic directions and priorities for services established within the mission and mandate of the organization. The Board is currently seeking candidates from diverse fields of practice and stakeholder groups that reflect the community we serve to replace Board members who have reached the end of their term.

**Benefits**

* Join a high profile, respected community service organization that is uniquely positioned in its service to your local community.
* Gain a sophisticated awareness of not-for-profit governance in the community service/volunteer sector.
* Invest your expertise from the corporate world in a caring organization that provides quality programs and family supports for children, parents, and caregivers in Caledon and the surrounding areas, and gain personal reward from your valuable volunteering contribution.
* Build your personal profile and connections through interaction with community stakeholders who are involved in funding, finance (grants, partnerships, etc.), and who are community-minded
* Strengthen and enhance your leadership, problem-solving, and team-building skills.
* Use your voice and connections to help further Caledon Parent-Child Centre's identity and impact in the communities that we serve.
* Upon successful completion of your term on our Board, you will be entitled to a Letter of reference.

**Essential Duties & Responsibilities**

* Review financial data and provide recommendations to Executive Director, Finance Committee and Board.
* Review annual budget for multiple program areas.
* Monitor and analyze monthly operating results against budget of multiple program areas.

**General Duties & Responsibilities**

* Participate in setting the directions and policies of the organization to ensure that the needs of Caledon families and children are met.
* Ensure fiscal responsibility and monitor funding in accordance with the organization's mandate.
* Play an active role in advising and supporting the Executive Director at Board and Committee meetings.
* Participate in the development of long-term plans for the organization.
* Attend and actively participate in Board meetings (approximately 10 meetings per annum - fourth Monday of the month). Hybrid meeting model includes a combination of in-person and virtual meetings. In-person meetings are held at CPCC locations.
* Serve on a minimum of one Board Committee and work independently on assigned activities.
* Advocate on behalf of the CPCC and support fund development projects and activities

 **Qualifications & Experience**

* A minimum of two years of financial experience – professional accounting designation preferred but not required.
* Strong budgeting ability and experience in tracking grants
* Experience with financial statements, reports, cash flow analysis, deferred revenue, budgeting and forecasting
* Preferable experience within a non-profit setting
* Commitment to the mandate and purpose of the organization.
* Strong problem-solving, decision-making, and community leadership skills.
* Excellent interpersonal and communication skills.
* Non-profit experience an asset.

Candidates must participate in an interview and nominating process.
Criminal Record Check will be conducted.

To apply, please email your resume and letter of interest by 4 p.m. on Friday, June 16, 2023.

 **For more information, contact:**
Shelly Ives
Manager of Community Relations & Volunteers
Caledon Parent-Child Centre
150 Queen St. S. BOLTON, ON L7E 1E3

Email: sives@cp-cc.org Fax: (905) 857-0107

For more information, visit [www.cp-cc.org](http://www.cp-cc.org/)