

Volunteer, Board Member (Legal)

Caledon Parent-Child Centre (CPCC) is a non-profit, charitable organization serving Caledon and surrounding areas. We provide a safe space for families to access high-quality programs and services for themselves and their children. We are an inclusive community hub, promoting positive outcomes for children, while connecting families to each other and community resources. We tailor our work to respond to community needs. We work to reduce the barriers to an exceptional childhood by supporting parents/caregivers and their capacity to parent. Our staff responds with empathy to common caregiving concerns, and promotes health and positive social, emotional and physical development of children.

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 determines the strategic directions and priorities for services established within the mission and mandate of the organization. The Board is currently seeking candidates who are legal professional with expertise in corporate law and legal transactions from diverse/racialized communities and 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

- Offer guidance and assist board and staff with understanding the legal implications of CPCC's activities and ensuring that the board understands relevant legal issues as a part of strategic planning and decision making.
- A leader with knowledge to increase organizational legal competence and assist with revisions of current, and creation of future bylaws, policies, etc.
- Provide advice and guidance to the Executive Committee and Executive Director on issues such as contracts and policy creation and review, risk management, intellectual property issues, and when outside legal counsel might be necessary.
- Ensure compliance with applicable laws and regulations.
- Assist in reviewing and updating legal documents such as contracts, agreements, contracts, agreements, leases and policies.
- Participate in the review of articles of incorporation and bylaws to conform with ONCA regulations.

- Advise on our partnerships with for-profit companies in relation to our programs and services.
- Conduct legal research and analysis as required.
- Participate in meetings with staff and board of directors.
- Maintain confidentiality and integrity of legal matters.
- Provide training to staff and board members on relevant legal issues.
- Assist with legal matters related to fundraising and donor relations.

General Duties & Responsibilities

- Participate in setting the directions and policies of the organization and its Diversity, Equity and Inclusion (DEI) policies and strategies to ensure that the needs of ALL Caledon families and children are reflected and included.
- Ensure legal responsibility and monitor legal risk and compliance 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

- You are a member in good standing with the Law Society of Ontario and have a minimum of five (5) years of legal practice.
- Ensure fiscal responsibility and monitor funding in accordance with the organization's mandate.
- Commitment to the mandate and purpose of the organization.
- Diversity, equity and inclusion competency; professional, volunteer or lived experience with DEI.
- Strong problem-solving, decision-making, and community leadership skills.
- Excellent interpersonal and communication skills.
- Experience within a non-profit setting 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, August 18, 2023.

For more information, contact:

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For more information, visit www.cp-cc.org