

**Position: Volunteer Board Member**  
**Organization: Parkdale Project Read**  
**Region: Toronto**  
**Neighbourhood: Parkdale**  
**Commitment: 2-year term, with possibility of renewal**  
**Hours: approximately 6-8 hours per month (varies)**



Parkdale Project Read (PPR) is a not-for-profit, registered charitable organization that has been serving the community for over 35 years. We support English-speaking youth and adults to develop their reading, writing, basic math and computer skills. Our free literacy services include small group learning, one-to-one tutoring, academic upgrading, and remote learning opportunities.

We believe that literacy is much more than reading and writing. It includes confidence building, health and wellness, conflict resolution, community and relationship building. We respect learners as the experts of their own lives, affirm learners' lived experiences of marginalization (including racialization, poverty, mental health barriers and food insecurity). We are committed to creating a safe learning community to build equity, encourage independence, and celebrate community resilience.

### **General Duties**

The Board of Directors is the legal governing body of our organization. They work in close collaboration with a four-person Collective Staff Management Team and consult with Adult Literacy Learners to uphold PPR's Mission, Vision and Values, and Constitution. Each Board Member is responsible for governance practices that must include collaborative, transparent, and ethical decision-making.

### **Terms of Office**

Board Members are elected by the membership at the Annual General Meeting to serve a two-year term. Upon completion of a two-year term, Board Members may be nominated for re-election.

### **Responsibilities**

Board members are expected to:

1. Attend and actively participate at Board and Committee meetings;
2. Work collaboratively with the Collective to develop and implement effective fundraising strategies to build capacity and sustainability;
3. Support the development and/or fulfillment of PPR's Strategic Plan and monitor overall progress of the organization's financial budget, administrative and programming goals;
4. Participate in the Annual General Meeting and present Annual Reports, and other business items, to the General Membership;
5. Review organizational policies in collaboration with the Collective, as needed;
6. Represent PPR at community gatherings and fundraising events, as needed.

### **Time Commitment and Expectations**

The total estimated volunteer time commitment is approximately 6-8 hours per month, this varies depending on the number of scheduled committee meetings and organizational events. All Board members must attend the monthly Board meeting which are usually 2 hours long and are held in the

evening. Board Committee work is not mandatory but is encouraged. Board committees meet monthly, bi-monthly, or on an ad hoc basis.

During COVID-19, meetings will be held virtually in accordance with Public Health Measures.

### **Qualifications**

The Board welcomes applications from people with a diverse set of skills and lived experiences. To serve as Board Member, you must meet the following requirements:

- Be 18 years old or older;
- Be an active member of PPR and/or have an interest in the Parkdale community;
- Demonstrate an understanding of how to work within an Anti-Oppression and Social Justice framework;
- Have experience in Community Development and/or Community-based Learning.

### **Skill Sets and Assets**

Previous board and governance experience is an asset, but not required. We are currently seeking applicants with knowledge and/or skills in the following areas:

- Adult Literacy and/or Adult Education
- Fundraising/Fund Development for Non-Profits
- Financial Knowledge, especially pertaining to charitable organizations
- Human Resource Management
- Legal Knowledge

### **Access and Equity**

The Board of Directors of Parkdale Project Read is committed to an Anti-Oppressive practice that recognizes the impact of systems of racial, colonial, gendered, economic, and other forms of power, both on the Board itself and in the broader PPR community. This includes - but is not limited to - ongoing awareness of and justice for anti-Black and anti-Indigenous racism, Truth and Reconciliation, disability justice, queer and trans rights, and all other marginalized social and political identities and experiences. We work to ensure access and equity in all aspects of our governance, policy development, processes, and practices. In our efforts to be reflective of the communities we serve, we encourage individuals from equity-seeking groups to apply.

### **APPLICATION PROCESS**

Deadline to apply is **August 4, 2023, at 5:00 PM, however we encourage you to apply as soon as possible**, as we will review all applications immediately. Interviews will be conducted on an on-going basis, throughout the summer.

Please send a resume and cover letter, including responses to the questionnaire (below) to:

**Email:** ppr.bod@gmail.com

**Subject:** Board of Directors - Application 2023

### **Instructions for cover letter:**

All applicants must answer the following questions and include their responses in their cover letter.

Please remember to attach your resume to your email.

#### **BOARD OF DIRECTORS - APPLICATION QUESTIONNAIRE**

1. Why are you interested in joining the PPR Board of Directors?
2. Do you have any work and/or volunteer experience related to Adult Literacy and/or Adult Education?
3. Which of the following skills, experience, or areas of knowledge would you bring to the Board?
4. Adult Literacy and/or Adult Education
  - Fundraising/Fund Development for Non-Profits
  - Financial Knowledge, especially pertaining to charitable organizations
  - Human Resource Management
  - Legal Knowledge
  - Policy development
  - Board/Leadership experience
  - Human Resource Management
  - Communication and/or Facilitation skills
  - Other: please elaborate
5. Please feel welcome to disclose if you have lived experience or are a member of any of the communities served by PPR. Be assured that any information you share with us will remain confidential.
6. Do you have any experience working with a collective management structure? Please elaborate.
7. Describe your experience participating on a committee, board, or other group decision-making process.

Please note, due to the number of applications received, we will only be contacting candidates selected for an interview.

*Thank you for your interest in this volunteer board position at Parkdale Project Read.*