

## **InterChange: International Institute for Community-Based Peacebuilding**

**Position:** Board Member – Business and Management. This is a volunteer position.

**Location(s):** Toronto, ON

**Date posted:** 2009-03-07

[InterChange: International Institute for Community-Based Peacebuilding](#) is a growing, united, and diverse group of community-based peacebuilders around the world who share knowledge, collaborate on educational and research projects, and support one another with the aim of nurturing and developing dynamic, durable and positive peace.

InterChange is a Canadian charitable organization governed by a Board of Directors which is collectively accountable to its members and subject to Canadian charitable law.

To complement the skills and experience of our current Board members and to help develop our organization in new ways, we are seeking a new Board member based in Toronto with business and management experience and expertise.

According to our constitution, the new Board member will be appointed by the Board and elected at the next AGM scheduled for spring 2010.

### **Job description - Board Member – Business and Management**

**Time commitment:** Minimum ten hours / month

**Term:** Two years; elections are held annually at the Annual General Meeting

**Accountability:** The Board of Directors is collectively accountable to all InterChange members and must abide by its responsibilities under Canadian Charity Law. The board is accountable for InterChange's performance in relation to its mission and strategic objectives and for the effective stewardship of financial and human resources.

**Authority:** Individual board members have no authority to make major decisions for InterChange, or to speak on its behalf, unless given such authority by the board.

**Responsibility:** Board members are responsible for acting in the best long-term interests of the organization and its community and will bring informed decision-making, a broad knowledge and an inclusive perspective to the task.

**General Duties:** Every member of the Board of Directors is expected to do the following:

- Prepare for and attend board meetings (in person or over skype or phone). No member should be absent from more than three meetings in a given year without reasonable cause.
- Participate in and report back to the board on one or more committees of InterChange and/or coordinate regional activities.
- Work as a team member and support board decisions

- Participate in the review of the InterChange’s values, mission and objectives and the development of a strategic plan
- Monitor the performance of the organization in relation to objectives and core values
- Approve the budget and monitor financial performance in relation to it
- Abide by the by-laws, code of conduct and other polices that apply to the board
- Review and monitor polices that guide core operational practices (eg. financial management, human resource management)
- Participate in the recruitment of new board members
- Participate in the evaluation of the board itself
- Attend and participate in the Annual General Meeting
- Keep informed about community issues relevant to the mission and objectives of InterChange

**Qualifications:** The following are considered key job qualifications:

- Knowledge of the InterChange community
- Commitment to the organization’s mission and strategic directions
- Ability to commit an appropriate amount of time
- Openness to learning
- Possession of skills useful for advancing the work of InterChange
- Commitment to working in a context of diversity

**Evaluation:** Evaluation of the board and its members will take place annually. Board members will be evaluated on their performance with regard to carrying out the duties and responsibilities outlined above.

**Removal of a Board Member:** A director may be removed from the board, by majority vote, if they are not actively fulfilling their general duties. This includes if they are absent from at least three meetings in a given year without reasonable cause.

#### **Business and Management position:**

In addition to fulfilling the general job description for Board members this board member will:

- Serve on the finance committee
- Help develop a new social enterprise direction for InterChange
- Lead the development of a business plan
- Work on creating and overseeing internship positions

**Application:** please send your application to [katie@interchange4peace.org](mailto:katie@interchange4peace.org).

#### **Job Contact Information**

Katie Meyer, Vice President, InterChange

For more information visit: <http://www.interchange4peace.org>