



Board of Directors Volunteer Job Posting

TransCare Community Support Services is currently recruiting local leaders to join our Board of Directors! TransCare® is an accredited charitable, not-for-profit corporation, with an administrative governance model, providing support services (e.g. Adult Day Program, Case Management, Meals on Wheels, Personal and Homemaking Care, Respite Care, Transportation) to people who need assistance due to illness, convalescence, disability or functional limitations related to aging living in the Scarborough community. We are seeking Board members who bring a mix of professional expertise, community knowledge, and a passion for supporting seniors.

Job Summary:

Manage the affairs of the corporation in the context of the board philosophy of decision-making by the "committee of the whole", and delegation of operational management to a Chief Executive Officer.

Key Responsibilities:

- **Governance**
 - Fulfill the responsibilities of a charitable director
 - Be familiar with our bylaws; understand roles within the governance structure
 - Know and promote the agency's objects, mission, vision and values
 - Set and refresh strategic plans, and review operational plan execution
 - Take on tasks related to board-level commitments in achieving strategic goals
 - Monitor and mitigate organizational risk across the organization: client and staff safety; legal compliance; prudent fiscal management, contractual exposure and other areas of possible agency exposure

- **Procedural**
 - Regularly attend Board and Committee meetings; participate in other Board-related activities such as training sessions, community engagement sessions
 - Prepare for meeting and agenda topics in advance, and actively participate in discussion and decision-making
 - **Time commitment (approximate):**
 - Quarterly general Board Meetings (2 hours) and/or Committee meetings. Special ad hoc meetings may be called from time to time, as required. Meetings are hybrid format of virtual and occasionally, in-person.
 - Attend agency events, such as Volunteer and PSW Recognition Event (approximately 3-5 events per year)
 - Submit a signed copy of the Code of Conduct annually



- **Integrity**

- Avoiding conflicts of interest, and/or declaring if conflict arises; operating in the best interest of the organization, and not in self-interest
- Respecting the confidentiality that pertains to Board discussions and documents

Requirements:

- A vulnerable sector criminal records check is part of the application screening process.*
- Being a member of the corporation is a co-requisite to being a director.

Skills & Attributes:

- Commitment to the Scarborough community and concern for the population the agency serves: seniors and adults with disabilities, and their caregivers.
- Understanding of the roles and responsibilities of a non-profit Board of Directors, including fiduciary, governance, and strategic oversight duties.
- Education and/or experience, which will strengthen the board's overall governance capability in a changing social and health care environment.
- Experience in one or more of the following areas is considered an asset:
 - Healthcare, social services, or aging-related services
 - Finance, accounting, or legal expertise
 - Non-profit governance or leadership
 - Community engagement
 - Human resources and labour relations
- Respectful, cooperative and helpful interpersonal style, which makes a positive contribution to Board morale, enjoyment and productivity.

To Apply:

If you are interested in being part of this leading non-profit community support services agency, have expertise in any of the above-mentioned areas and can provide direction and leadership in improving support for Scarborough's most vulnerable residents, please submit your Letter of Interest and resume to cindy.tsoi@tcare.ca, quoting "Board of Directors Application" in the subject line.

We thank all interested applicants. However, only those selected for an interview will be contacted.

**Our agency serves a vulnerable population and assesses risk by the type of volunteer position and degree of unsupervised contact with clients*

