

Board of Directors Volunteer Position

**Are you looking to make a difference in your community?
Join the Norwood team and start making a difference today!**

Norwood Child and Family Resource Centre is an Edmonton based non-profit organization that has been supporting children and families since 1963, with a vision of Healthy Children, Healthy Families, Healthy Communities. Our programs and services are designed to strengthen and enrich families with children. Early childhood experiences are aimed at fostering optimal child development and healthy parent-child attachment. Parent education opportunities are created to support building the capacity of families. Family support services are provided to support families as the child's first and most important teacher. Information and referral are a key practice in supporting families to grow and learn within their own communities. Programs are delivered using a holistic approach to support the social, emotional, intellectual, language, physical and creative needs of children and families in the community. For more information, visit <https://www.norwoodcentre.com>.

Position Overview:

Norwood Child and Family Resource Centre (Norwood) is seeking 2 new members for the Board of Directors. This is an opportunity to be involved with a well-established organization serving the needs of children and families in Edmonton.

We are looking for individuals who are interested in supporting our:

Vision

Healthy Children - Healthy Families - Healthy Community

Mission

Norwood builds on the strengths of children and families through support and education to optimize child development and connect families to community.

Members of the Norwood's Board of Directors are expected to provide leadership and direction in supporting the role and purpose of the Centre and to set governance policies which oversee and sustain the delivery of quality programming and services for the children and their families in the community.

As a Board member, you will act as a representative for the people and communities the agency serves. You will be an ambassador for the Centre's work and are responsible for contributing to effective governance and oversight of the agency. You will be an active advocate who promotes the organization's programs and supports Norwood's overall purpose and mission.

The Board of Directors' Responsibilities Include:

- Providing guidance in the development and maintenance of the agency's Mission, Vision and Guiding Principles.
- Being involved as a group in the approval of the annual budgetary and financial needs of the agency.
- Succession planning for the board positions and recruiting of new board members.

- Recruiting and evaluating the performance of the agency's Executive Director.
- Involving the Executive Director, agency staff, clients served, funders and members of the community in the strategic planning process of the agency's goals, objectives, and outcome evaluations.
- Taking on proactive responsibilities in the development of agency-wide fundraising activities if required. Members are expected to role model in supporting tasks of fundraising and in providing leadership in philanthropic support for the agency.
- Attending all scheduled board meetings, including the Annual General Meeting.
- Appointing Board committees in response to emerging need.
- Regularly reviewing the performance of the Board and taking steps to continually improve its performance.

Previous governance experience either working with or serving on a board would be a definite asset in this position.

Commitment:

- Approximately one board meeting every other month (2-3 hours/evening meeting)
- Availability to consult with the organization on matters related to your area of expertise
- Opportunity for participation on a board committee i.e., governance (1-2 hours/month as needed)
- Norwood Board members serve a two-year term with the option to serve subsequent terms, to a maximum of 8 years

How to Apply:

If you are interested in partnering with Norwood to make a difference in the lives of children and families, please forward your résumé along with a letter of intent specifically detailing the following (maximum 500 words):

- **Statement of Intent:** Why do you wish to serve on the Norwood Board?
- **Governance Experience:** Please indicate your experience (volunteer, work or education) related to board governance, including previous and current board service (boards served, length of time, positions held, significant contributions).
- **Areas of Expertise:** Please list your areas of professional experience. Examples include Legal expertise, sustainability expertise, strategic planning, communications, marketing and sales, community relations, public/media relations, human resources, information technology, non-profit experience, financial management, government relations, leadership, supporting people with disabilities, other.

Please submit all required information via email to Jennifer Gillies at jenniferg@norwoodcentre.com

Norwood Child and Family Resource Centre values diversity and welcomes applications from First Nation, Inuit, Métis, New Canadian, racialized, differently abled and LGBTQ2Si+ communities.

Closing Deadline: By 12 pm of February 24, 2026