



### **Cedar Cottage Food Network's Board of Directors Member (Volunteer)**

The CCFN is looking for individuals who are passionate about urban agriculture, food security, community-building and how all that intersects with social justice to sit on our board of directors! We're actively looking to increase the range and diversity of skills, perspectives, and experiences on our board.

*Organizational Mandate:* The Cedar Cottage Food Network Society (CCFN) is an independent, non-profit organization working towards a more sustainable and just food system at the neighbourhood level. We create space for Kensington-Cedar Cottage residents to take part in different levels of food systems by providing programming, tools, and opportunities for community connections.

*Board of Directors Purpose:* To advise, govern, oversee policy and direction, and assist developing and promoting the mission and values of the CCFN.

Major responsibilities\*:

- Organizational decision-making and development
- Organization of the board of directors, officers, and committees. Ensure the Executive Board is filled with competent and passionate individuals to support CCFN and its committees
- Formulation and oversight of policies and procedures
- Fiduciary & financial management, including adoption and oversight of the annual budget
- Hiring and supervision of the Manager, Market Coordinator, and Market Assistant
- Oversight of program planning and evaluation
- Review of organizational and programmatic report
- Promotion of the organization

*\*Members of the board share these responsibilities while acting in the interest of Cedar Cottage Food Network. Each member is expected to make recommendations based on their experience and vantage point in the community. More specific tasks are taken on by the officer roles of chair, secretary and treasurer.*



Length of term: Board terms are at least one year, renewable at the end of each term at the Annual General Meeting.

Meetings and time commitment:

- The Board of Directors meets 6 times a year (bi-monthly)
- Committees of the board are formed on an ad hoc basis and meet as needed (average of 2-5 hrs/month, depending on Committee)

We are currently seeking to increase the diversity, skills and perspectives on our board, and for candidates with experience in any of the following areas:

- Fundraising and Grant Writing
- Legal Expertise
- Accounting and Finance
- Government and Community Partnerships
- Justice, Equity, Diversity, Inclusion & Accessibility (JEDI & A)

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able
- Be alert to community concerns that can be addressed by the CCFN
- Help communicate and promote CCFN mission and programs to the community
- Participate in strategic planning processes to review purposes, programs, priorities, funding needs, and targets of achievement
- Ensure financial responsibility by approving the annual budget and overseeing adherence to it
- Understand and uphold the policies and procedures of the CCFN

Desired Skills and Experience:

- Experience working or volunteering within the non-profit sector
- Demonstrated commitment to social and food justice issues and anti-oppression analysis



- Familiarity with the work of the CCFN
- Prior non-profit management/board experience an asset, particularly board development and leadership experience and skills
- Experience developing organizational policies, strategic planning, and human resource management
- Experience, interest, and passion to support the development and implementation of fundraising strategies, activities and events to further CCFN's mandate
- Knowledge of financial and fiduciary management
- Accountable and reliable, able to work collaboratively in a virtual space/ environment
- Excellent communication skills, event planning, promotions or marketing abilities, etc.
- Ability to work collaboratively and have fun!

**Interested candidates are invited to apply via the following process:**

1. Review the Board Member Job Description
2. Please submit your cover-letter and resume to [cedarcottagefoodnetwork@gmail.com](mailto:cedarcottagefoodnetwork@gmail.com)
3. The Board will schedule a Meet and Greet with you