



JOIN OUR BOARD OF DIRECTORS

CAUSE**WAY**

VOLUNTEER TODAY

Board of Directors

**Recruitment FAQ**

## **Frequently Asked Questions**

Are you considering becoming a Causeway Work Centre Board Member?

This FAQ outlines the role, expectations, and application process for serving on Causeway's Board of Directors.

### **1. What is expected of board members?**

As an elected member of the Board of Directors, you agree to:

- Serve as a volunteer for a 2-year term (with optional additional term years available)
- Understand and comply with governing, oversight and fiduciary responsibilities.
- Become an active ambassador of Causeway within the community.
- Support Causeway's mission, values and objectives.
- Attend and actively participate in Board activities which include but are not limited to:
  - Meeting preparation;
  - Monthly Board meetings (Sep - June)
  - Board retreats
  - Committee meetings as scheduled

### **2. What are the current committees of the Board?**

Causeway currently maintains three additional committees:

1. Finance/Executive Committee
2. Building Committee
3. Nomination Committee

Committees are subject to change and additional committees may be added or removed as voted on by the Board.

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### **3. What is the expected time commitment?**

The Board typically meets 6 times annually between September to June. Board members who serve on a committee will also participate in committee meetings, which are scheduled separately based on the availability of committee members.

Board members are also encouraged, when possible, to attend community and staff events, fundraising activities, and the organization's Annual General Meeting.

Board meetings are typically two hours in length, while committee meetings are generally scheduled for one hour.

### **4. What experience is the Board looking for from applicants?**

The Board welcomes applications from individuals of all backgrounds and experiences. While we encourage anyone with an interest in our mission to apply, applicants with experience in the following areas are particularly encouraged to submit an application:

- Finance or accounting
- Legal
- Human resources
- Fundraising and donor development
- Mental health or social services
- Lived experience related to our mission
- Local business or employer engagement

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### **5. How do I apply?**

If you are interested in joining the Board, please visit Causeway's website to view current opportunities and instructions on how to submit an application.

[www.causewayworkcentre.org/volunteer](http://www.causewayworkcentre.org/volunteer)

### **6. What is the review and on-boarding process once I've submitted my application?**

After submitting your cover letter and resume, it will be reviewed by the Nomination Committee. If the committee determines that your experience and background align with the needs of the Board, you may be invited to participate in an interview with members of the committee.

Following the interview process, the Board of Directors will determine whether to extend an invitation for you to join the Board. If you accept the invitation, you will be formally elected to the Board in accordance with the organization's governance process.

*If you have any additional questions or would like to learn more about serving on the Board, please contact [cwcboardofdirectors@gmail.com](mailto:cwcboardofdirectors@gmail.com).*