

Volunteer Board of Directors Positions

July 2023

Deadline to apply is August 15th, 2023

Board of Directors:

The Board of Directors is the legal authority for P.E.I. Literacy Alliance Inc. As a member of the Board, a director acts in a position of trust and is responsible for the effective governance of the organization, which includes fiscal responsibility and strategic direction.

You would be required to:

- Be committed to our mission “to ensure literacy barriers are minimized and gaps in services are filled so that all people in PEI reach their highest achievable literacy level”
- Attend and participate in quarterly board meetings
- Attend our Annual General Meeting
- **Be a representative of a member organization** (if your organization is not a member yet, please complete the membership application here <https://peiliteracy.ca/members/>)

Our ideal applicant will also:

- Be willing to serve on board committees
- Support special events such as our annual fundraiser
- Have an understanding of board governance
- Remain informed on sector trends and the impact of literacy

As a Director you will:

- Bring your knowledge, skills, and diversity of perspective
- Approve policy and recommendations received from the committees and senior staff
- Review bylaws and policies
- Recommend bylaw and policy improvements to the membership
- Maintain confidentiality

- Act in the best interest of the organization
- Participate in the development of our strategic plan
- Participate on board committees
- Approve and review our budget and financial statements
- Approve the hiring, evaluation, and release of the executive director
- Assist in developing and maintaining positive relations among the board, committees, staff members and community

Terms of Service:

- 2-year term with potential to renew for an additional term up to a maximum of 3 two-year terms.

We strive to build a team that reflects the diversity of the community we work in. We encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities.

If we can make this easier through accommodation in the recruitment process, please contact us at info@peiliteracy.ca.

Deadline to apply:

August 15, 2023

How to apply:

Please send cover letter and resume to info@peiliteracy.ca