



## Call for Applications - Parkdale Food Centre Board of Directors

The Parkdale Food Centre (PFC) is seeking candidates to join our volunteer Board of Directors for a three (3) year term beginning June 2025. At this time, PFC is particularly looking for strategic and committed individuals with experience and knowledge relevant to PFC, including in one or more of the following areas:

- Governance and board leadership experience;
- Fundraising;
- Marketing and communications; and
- Not-for-profit knowledge.

We strongly encourage expressions of interest from individuals with relevant lived experiences. Individual candidates need not have all the above skills and experience. We value commitment, availability, and capacity to help PFC succeed. We are dedicated to championing equity, diversity and inclusion in our work and in our community and are committed to recruiting a Board of Directors that is representative of the community we serve.

This is an exciting opportunity to be part of a dynamic group of people who are helping to guide and shape the work of an impactful non-profit dedicated to improving the lives of underserved community members (Neighbours) in the Ottawa area. For more information about PFC, our Board, and how to apply, please see below.

### **The Parkdale Food Centre**

PFC first opened its doors in 1982 in the Hintonburg neighbourhood of Ottawa. Since then, our vision is an Ottawa where everyone has the means and opportunity to live a healthy, connected, and fulfilling life. Our mission is to build healthier, more connected neighbours and neighbourhoods through good food, innovative community partnerships, and by challenging inequalities in order to create lasting impacts. For more information about our programs and services, please see our website at [www.parkdalefoodcentre.ca](http://www.parkdalefoodcentre.ca).

### **The PFC Board of Directors**

The Board of Directors is composed of nine (9) volunteer directors and is legally responsible for the governance of PFC. The Board oversees the operational aspects of the organization and works with the staff to set policies, budgets, and the strategic direction to ensure that PFC achieves its vision and mission, is fiscally accountable, and compliant with all applicable legal requirements. The Board strives towards the long-term resiliency of the organization. The active standing committees of the Board include Executive, Finance, and Governance.

### **Responsibilities and Obligations of Members of PFC Board**



Individual members of the Board bring a passion for PFC's vision and mission and have a good understanding of the charitable sector and the governance role of boards. Members of the Board are also expected to fulfill certain obligations to PFC, which include:

- To prepare, attend, and participate in at least 75% of regularly scheduled board meetings each year (about 6-8 meetings);
- To serve on at least one (1) committee, and participate in working groups or on special task forces, and offer to take on special assignments;
- To participate actively in the board's annual evaluation and planning efforts;
- To support the establishment of PFC's strategic direction and review of progress towards strategic priorities;
- To support the ongoing evaluation of the Executive Director;
- To ensure relevant organizational policies are established and adhered to;
- To monitor the financial health of the organization via review of monthly reporting;
- To assess organizational risks and mitigation strategies;
- To keep informed on board and committee matters, organizational programs and initiatives, and municipal, provincial, federal developments pertinent to PFC's work;
- To engage in PFC's fundraising efforts; and
- To act as an ambassador for PFC at community events, on media, and social media.

The expected time commitment is approximately 10 hours/month. Board meetings are primarily held in-person at PFC, and occasionally in a hybrid or virtual format, on weekday evenings typically during the last week of the month. Committee meetings are conducted virtually as needed at a time convenient to participants.

### **Application Process**

To express your interest in a Board position, please send your resume and cover letter in confidence to [nomination@parkdalefoodcentre.org](mailto:nomination@parkdalefoodcentre.org) before May 7, 2025 at 11:59pm EST. We will be reviewing applications and conducting interviews on a rolling basis. It is anticipated interviews will be conducted in May 2025 and selected candidates will be approved by the Board prior to nomination at the PFC Annual General Meeting in June 2025.

The Parkdale Food Centre is an equal opportunity employer committed to equity, diversity and inclusion. We encourage and welcome applications from all our communities. If at any stage in the selection process you require special accommodation, please let us know by contacting us at [nomination@parkdalefoodcentre.org](mailto:nomination@parkdalefoodcentre.org) to discuss the nature of your requirement.