



Board Member – Board of Directors

Brown Bagging for Calgary's Kids (BB4CK) is a mission-focused grassroots organization, working to build and strengthen communities that ensure every child has enough to eat at school; in the classroom or at home learners. Our team is small, working together in our areas of strength to ensure we can have a broad impact in our community.

Brown Bagging for Calgary's Kids has increased the number of hungry kids fed daily through its programs by almost 70% since 2015. To accomplish this increased impact, BB4CK has broadened its program delivery through community partnerships and a focus on encouraging and supporting people in Calgary to act in meaningful ways to feed kids. Today, BB4CK continues to grow and transition in order to achieve our goal of no hungry kids. This is an exciting and challenging time in our organizational life, as we continue to meet the growing need in our community, while also focusing our efforts on strengthening our systems and processes to support our growing organization.

Our vision: Communities that make sure all kids are fed.

Our mission: Connect and inspire people to take meaningful action to feed and care for kids.

Opportunity

Brown Bagging for Calgary's Kids is currently looking for the immediate recruitment of three new Board Members for its Board of Directors with the following skills, diversity areas, & requirements:

Skills & Attributes

Fund Raising

Technology and Innovation

Business Development

Non-Profit Experience

Diversity Areas

Cultural Diversity

Requirements

- In line with Organizational requirements, candidates must successfully complete a background &/or vulnerable sector police check.
- Due to hybrid work environment, candidates must have a direct connection to Calgary in order to be considered.

Term

Directors are elected by the membership for a two-year term. Directors are eligible to seek renewal up to a maximum of three terms



Authority

The Board is the legal authority for BB4CK. Board Members are responsible for the effective governance of the organization.

Duty and Standard of Care

Every Board Member in exercising his or her powers and discharging his or her duties shall:

- Act honestly and in good faith with a view to the best interests of the Society;
- exercise the care, diligence and skill that a reasonable and prudent person would exercise in comparable circumstances;
- respect the confidentiality of the organization's affairs;
- make all decisions in the best interests of the organization and avoid personal conflicts of interest; and
- maintain good relationships with each other, staff, affiliates.

Responsibilities

Each Board Member shall:

- Examine BB4CK's landscape to ensure that the current (and future) of the organization is healthy and productive.
- Make every effort to attend all board meetings (4 each year).
- Prepare for meetings by reading agendas, minutes, reports and other documentation.
- Attend and participate in assigned committee meetings.
- Play a central role in enhancing the reputation of BB4CK, advocating for its mission and networking with the public and media.
- Make every attempt to participate in a volunteering activity at least twice yearly.
- Attend special events.
- Review and understand the bylaws, policies, and Board structure, and recommend changes as required.
- Ensure BB4CK is complying with all legal and regulatory requirements.
- Understand and monitor the organization's financial affairs, including the approval of BB4CK's budget.
- Participate in BB4CK's planning and review processes.
- Approve the hiring and release of the Executive Director, and contribute to the annual performance of the Executive Director.
- Help communicate and promote BB4CK's mission and programs to the community.
- Keep up to date with issues and trends that affect BB4CK, such as our social media platforms.
- Avoid and disclose any potential conflicts of interest.
- Operate with integrity and understand and maintain confidentiality.
- Believe and behave in a manner that relates to BB4CK's values.
- Support the recruitment and onboarding of new Board Members.
- Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance BB4CK's mission.



Meetings and Time Commitment

- Directors are to participate in quarterly Board and Committee meetings, with the occasional ad- hoc meeting between scheduled sessions. Meetings typically last two hours and occur late afternoons or evenings.
- Board Members are expected to participate in at least one standing or ad hoc committee of the Board.
- Board members are encouraged to attend the occasional special event throughout the year.

Evaluation

Each Director will meet annually with the Board Chair to discuss the Director's engagement and desired participation for the year ahead.

Remuneration

Service on the Society's Board is without remuneration, except for administrative support, travel and accommodation costs in relation to the Board Member's duties.

Review and Approval

The Governance Committee reviews the Board Member Job Description and makes recommendations to the Board for annual approval.

If this sounds like a good fit for you, please follow the link to our [Application Form](#) to fill out the required information as well as attach your Cover letter & Resume. **Due date for applications is May 23, 2022.**

Those who are successful in the application process will be contacted directly for interviews. We are grateful to everyone that offers to donate their time to BB4CK.

Should you have any questions or trouble using the Application form, please contact rachel@bb4ck.org directly.