



## Food4Kids Ontario Board of Directors

### Background

School nutrition programs feed kids during the school day, but there was a clear gap where kids living in deep poverty were going hungry on the weekends. Food4Kids started in Hamilton in 2012 by a team of dedicated volunteers to fill a gap in child hunger. After major success in Hamilton and Halton, other communities noticed its impact and other passionate individuals started Food4Kids in their areas too.

There are now five affiliated chapters providing healthy food for more than 3,600 children each weekend. We ensure our children have food throughout the summer and during school holidays. **Locations include** Guelph, Halton, Hamilton, Mississauga, and Niagara. We are currently developing a program in Muskoka (Huntsville) and Toronto.

While we cannot eliminate poverty and hunger, we can ensure our community's most disadvantaged children, have access to food, critical to their physical, emotional, and academic development.

**Vision:** An Ontario where no child goes hungry.

**Mission:** To provide healthy food for kids from at-risk, low-income, or disadvantaged homes with limited or no food during weekend periods or during the summer months.

### Mandate:

- Provide resources and support for existing Food4Kids affiliated chapters in Ontario to grow capacity, increase reach, and build strength.
- Assist Food4Kids affiliates to find, track, and share impact.
- Oversee the development of new and emerging Food4Kids programs within Ontario.

Food4Kids Ontario is currently embarking on a transformative journey through a multi-year strategic planning process. This strategic endeavor aims to shape our future direction, optimize our operations, and enhance the value we deliver to its Chapters, donors, partners, and the children who are fed each weekend.

### Nomination Process

The Nominations Committee is soliciting nominations for up to five Director roles. Based on current Board composition, terms, and skillset, we have a particular interest in identifying two officer roles: Treasurer and Secretary.

In reviewing applications, the Nominations Committee will consider candidates' experience and skills, including:

- Board skills (including previous experience of other boards)
- Professional experience (key areas include finance, legal, risk management, strategy, fundraising)
- Soft skills (including accountability, independence, leadership, maturity, team player, diligence, communication)



The Nominating Committee strongly encourages applications from diverse candidates from across Ontario. Board members will be elected by Food4Kids Ontario members **at the Annual General Meeting on Friday, January 5, 2024.**

### **How to Apply?**

Please complete the online application and include a resume. **Submissions should be sent to Gayle Kabbash, Executive Director, [gayle@food4kids.ca](mailto:gayle@food4kids.ca) no later than Friday, October 13, 2023.**

### **Board of Director Descriptions and Responsibilities**

The Board of Directors is the legal authority for Food4Kids Ontario. As a member of the Board, a director acts in a position of trust for the community and is responsible for the effective governance of the organization. The term of office of each Director is for two years. Each Director is eligible for election for three consecutive full terms.

Currently, the Board members typically volunteer 2 to 6 hours each month including six (6) meetings per fiscal year. All meetings are held virtually except for the Annual General Meeting which is in-person in Burlington, Ontario.

### **Remuneration and Expenses**

Any Director or Officer shall not be entitled to remuneration for acting as such but shall be entitled to reimbursement for reasonable expenses incurred in carrying out their duties.

### **The Director role includes but not limited to:**

- Commitment to the organization's mission, vision, and values.
- Ensure strong fiduciary oversight and financial management.
- Consider the strategic risks inherent in the business and determine how best to manage and mitigate such risks.
- Maintain a regular Board and Committee meeting attendance record.
- Prepare for each Board and Committee meeting by reading all background materials provided for the meeting.
- Participate fully and frankly in the deliberations of the Board, encourage open discussion of the affairs of the organization by the Board, ask relevant and probing questions at a strategic level and focus inquiries on issues related to the Board's mandate.
- Stay informed about the organization's services, policies, and programs.
- Follow conflict of interest and confidentiality policies.
- Supports the organization's fund development initiatives, functions, and special events.
- Provide input into the performance objectives and assessments of the Executive Director.
- Monitor and assess the Board's effectiveness in fulfilling all the responsibilities of its mandate.
- Assist in and support the development of the organization's multi-year strategic plan.

### **The Treasurer role includes but not limited to:**

- Assist the board in carrying out its fiduciary responsibilities, by presenting monthly financial statements at Board Meetings
- Ensure adequate financial controls are in use and financial records are current and accurate.
- Will act as a signing authority on behalf of the Board.
- Ensures audited financial statements are presented to the Board and membership on an annual basis.
- Calls the motion at Annual General Meeting to appoint the Auditor.
- Acts as a resource to other committees.
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**The Secretary role includes but not limited to:**

- Collaborate with the Chair and Executive Director to develop meeting agendas.
- Support the Executive Director to prepare meeting materials, including reports, presentations, and other relevant documents, and distribute them to board members in a timely manner.
- Record and distribute meeting minutes accurately, capturing important discussions, decisions, and action items.
- Support the Board Chairperson in conducting board evaluations, self-assessments, and performance reviews.
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