



OPPORTUNITY TO PARTICIPATE AS A COMMITTEE MEMBER OF A NOT-FOR-PROFIT IN THE COMMUNITY SUPPORT SERVICES SECTOR

February 13, 2024

Bellwoods Centers for Community Living Inc. (Bellwoods)

Bellwoods Centres for Community Living Inc. is seeking volunteers (2) with a CPA designation, or equivalent, to serve on the Resource & Audit Committee (RAC) of the Board. These positions are for Community Members of the Committee and the individuals would not be Board members at this time.

As voting members of the RAC, this role will provide interested individuals with exposure to senior directors and Board members within the Bellwoods organization. The organization requires expertise to guide the organization on key financial decisions including, but not limited to: oversight of quarterly financial statements and investigation of opportunities for acquisition and disposition of affordable and accessible housing as well as other special initiatives. This is an excellent opportunity for those who have an interest in gaining experience working with non-profit organization and insight and exposure to board governance.

Purpose

The Resource & Audit Committee provides financial oversight of all financial matters impacting the organization including audit and internal controls, annual operating and capital budgets, protection of corporate assets and information management policies.

Mandate

COMMITTEE GOVERNANCE

1. Monitor financial risks to the organization, and bring these to the attention of the Board with proposed mitigation strategies.
2. Oversee an annual review of the organization's financial policies and procedures, as per accreditation and audit requirements.

MONITORING & OVERSIGHT

3. Ensure integrity of financial statements, internal controls and financial information systems through a review of quarterly financial reports and year-end audit.
4. Approve the capital and operating budgets prior to presentation to the Board.
5. Ensure recommendations highlighted in the Auditor's Report are actioned by management.
6. Oversee the appointment of the External Auditors and their fees.
7. Provide input to the CEO regarding performance of financial management including oversight on resource allocation decisions to assess the risks and benefits to the organization.

CORPORATE ASSETS & ALLOCATION/ACQUISITION OF ASSETS

8. Provide advice on acquisition of new assets within the spending authorization guidelines (except for items already approved within the organization's annual budget).
9. Provide advice to the Board on the organization's capital and operating plans.



Criteria/Key Competencies

- **Professional designation:** CPA or equivalent.
- **Experience:** Significant senior financial leadership experience. Expertise in or knowledge of financial management of not-for-profit organizations and the not-for-profit sector more generally. Previous experience serving on a not-for-profit Board is considered an asset, but not a requirement.
- **Leadership:** Contributes to clear and appropriate sense of direction
- **Teamwork:** Contributes to the surfacing of relevant perspectives and healthy discussion; prepares for, attends and actively participates in meetings

Meetings

Board Committees meet from September to June, usually every second month or *ad hoc*, as needed. Meetings are approximately two hours in length and conducted via video conference. Preparatory work for approximately one to two hours is required prior to each meeting. Opportunities that arise to explore special projects or initiatives that may require additional time.

To Apply

Please submit a completed Expression of Interest form (below) along with your Curriculum Vitae no later than 4:30 p.m. on March 1, 2024. Applications will be reviewed by the Resource & Audit Committee for those who most closely meet the criteria. Applicants will be advised by March 18, 2024. Questions can be referred to Susan Andrew, Interim CEO at sandrew@bcclsp.org

About Bellwoods

Established in 1957, Bellwoods Centres for Community Living Inc. (Bellwoods) is a charitable, not-for-profit organization providing community-based support services for people with physical disabilities to help them remain living independently in the community. Our personal support workers and Independent Living (IL) facilitators provide services to people 16 years of age or older. Services are provided to clients who reside at one of our many housing sites or through Attendant Outreach (AO) Services provided in the community to support persons with physical disabilities in their own homes, at school or place of employment. We also offer a short-term transition program - *Community Connect* – that helps individuals reintegrate back into the community following an illness or debilitating injury.

Vision: We envision a future where barriers do not exist.

Mission: Fostering independent living through excellence and innovation.

Values:

- Client and Family-Centered Services
- Delivering High Quality Programs
- Building Collaborations and Partnerships
- Performance Excellence
- Ensuring staff are valued, engaged and supported



Expression of Interest Application to Serve as a Community Member on the Resource & Audit

Committee of Bellwoods' Board of Directors

Name of Interested Applicant:

Email:

Phone #:

1. Why are you interested in serving as a member of the Resource & Audit Committee of the Bellwoods' Board?

2. What is your education and experience in the field of accounting, financial management?

3. What other specific skill set(s) would you bring to the Committee?

4. Please submit your curriculum vitae (in Word or PDF) along with this form via E-mail and forward them, to:

**Chair, Resource & Audit Committee
Bellwoods Centres for Community Living Inc.
Attention: Susan Andrew, Interim CEO
Email: sandrew@bcclsp.org**