Board of Director Member Job Description

**Start Date:** May 1st, 2023.

**Duration:** 3-year term

**Salary:** Volunteer position

**Background**

Endaayaan Awejaa is a start-up non-profit organization that provides all youth and families with safe places to heal and build solid foundations for their future. Our mission statement is Maamwi Bmosedaa which means Walking in Unity. We strive to Walk in Unity together with our youth, their families, and our local community. The pillars we incorporate into our work are arts & culture, reconciliation, education, and harm reduction.

Endaayaan Awejaa has opened its doors at 187 Main Street West in downtown North Bay. We have been providing support for youth and families needing assistance with groceries, closure, resources, connection to culture, or basic hygiene needs. We have created ongoing workshops to promote healthy living and engage youth towards a path that caters to their strengths and sets them up for success. Our overall goal is to create an Indigenous youth home that will include our cultural teachings, counselling, mentorship, workshops, and activities.

**The Position**

Board Members will assist in supporting the organization’s governing body and mission. Board members should be committed to the long-term interests of the organization. Board members will meet regularly to oversee and help direct organization operations, set policies, approve organization decisions, evaluate executive performances, and fulfill fiduciary responsibilities.

**Position Duties**

* Knowing the organization's mission, programs, policies, and needs.
* Preparing for meetings by reviewing the agenda and supporting documentation.
* Regularly attending board meetings and participating actively and conscientiously.
* Keeping up with issues and trends that affect the organization.
* Participating in the evaluation of business operations and executives.
* Approving audit reports, budgets, and business decisions.
* Contributing to the development of policies and strategic plans.
* Understanding the organization's financial affairs and ensuring fiduciary responsibilities are met.
* Ensuring the organization complies with legal requirements.
* Maintaining confidentiality in all internal organizational affairs.

**Requirements**

Understanding of Indigenous teachings and culture

Strong organizational skills

Strong communication skills

Ability to work with various team members

Knowledge of basic computer programs such as Microsoft Office and Google Suites

Proven track record in an executive leadership role.

Previous board experience preferred.

Knowledge of the organization and the relevant industry.

Sufficient time availability for board duties.

Strong diplomatic and interpersonal skills.

**Benefits**

Professional Development Training

Flexibility with schedule

Travel and Networking opportunities

Give back to your community and be part of a change.

Free Endaayaan Awejaa Swag

**This is an open call for applications until the position is filled. However, our organization may begin reviewing and selecting applicants for an interview at any time during this recruitment process. Qualified applicants are welcome to submit a cover letter and resume attention to**

**Natasha Lariviere**

**Chief Executive Officer**

[**general.endaayaan@gmail.com**](mailto:general.endaayaan@gmail.com)

**We thank all who may apply for this position; however, only those selected for an interview will be contacted.**