



109 Young Street
Kitchener, Ontario
N2H 4Z2
519-571-0722
Fax: 519-571-0476
www.marillacplace.ca

Marillac Place Volunteer Position

Position Type: Board of Directors

Marillac Place provides a safe home for women ages of sixteen and up who are pregnant, who have a child in their care, or who are attempting to regain care of their child. Women who come to Marillac Place receive 24-hour guidance and support, continue their education and are enabled with the life-skills they need to care for themselves and their child.

Mission Statement

Marillac Place supports new mothers and mothers-to-be facing homelessness in Waterloo Region by providing a safe living environment, teaching parenting & life skills, and developing supportive relationships.

Vision Statement

Every mother & child facing homelessness in Waterloo Region has the opportunity to recover and rebuild to ensure a successful future.

Description: Every member of the Board of Directors is expected to do the following:

- Prepare for and attend board meetings
- Work as a team member and support board decisions
- Participate in the review of the mission and objectives and the development of a strategic plan
- Monitor the outcomes measures outlined in the strategic plan
- Review and abide by the by-laws and other policies that apply to the Board
- Sign a confidentiality agreement and obtain a police record check that is updated every three years
- Read and sign all related board policies annually
- Establish, review, and monitor policies annually that guide financial and human resource management
- Participate in the budget development and approval.
- Process and monitor financial performance in relation to the budget
- Participate in the board orientation and be familiar with the contents of the Board Manual
- Participate in one or more committees as required
- Be an advocate and/or ambassador for Marillac Place
- Support organizational events
- Keep abreast of external factors affecting the sector and Marillac Place
- Review the Executive Director's performance and compensation on a yearly basis

Duration: Directors shall be elected for a three (3) year term.

Hours of Work: Monthly board meetings occur virtually on the third Thursday of every month in the evening, committee meetings are flexible to committee members schedules.

Age: 18 +

Ideal for: We are currently looking for individuals from diverse backgrounds looking to contribute their skills in, legal, communications, fundraising or board governance and who are looking to take on a leadership role.

Skills: Written communication, community knowledge/awareness, decision making, finance, fundraising

Please submit our [volunteer form](#) or send your resume to: Beverly Martin, Administration and Development Coordinator, beverly@marillacplace.ca with subject line: Board of Directors Application