



CAMP QUALITY CANADA

BOARD MEMBER JOB DESCRIPTION

ORGANIZATION OVERVIEW

Camp Quality Canada (<https://www.campquality.org/>) is a national volunteer-driven, non-profit, charitable organization that strives to improve the quality of life for children living with cancer through camps and year-round family support programs. It is part of an international family of organizations originally founded in Australia in 1983.

Camp Quality was brought to Canada in 1988. It was initiated by a group of dedicated volunteers in Southern Ontario with the first camp being held in Priceville, Ontario. Since then, Camp Quality Canada has expanded to seven camp locations across Canada and continues to grow.

VISION STATEMENT

“We believe in improving the quality of life for children living with cancer, and for their families. We want them to find joy and hope through the healing power of laughter and optimism, shared experiences, and meaningful ongoing support.”

THE POSITION

We currently seek a Board member with strong networks, and financial and strategic planning acumen. Preference will be given to a candidate who has more than two years of Board experience and is knowledgeable about exemplary governance practices.

EXPECTATIONS OF BOARD MEMBERS

We ask Board members to agree to the following:

- ✓ Be committed to a minimum 3-year term. Board Members may only be elected for two terms.
- ✓ To attend a minimum of 80% of Board and committee meetings and be prepared.
- ✓ Agree to become a member of at least one board committee, to attend CQC community, fundraising, or promotional events occasionally, and visit a camp – or virtual event – at least once annually.
- ✓ To consider taking on a Role within the Executive Committee after at least one year of Board Membership.
- ✓ Be committed to further the Camp Quality philosophy, values, and programs.
- ✓ Accept and sign-on to the CQC Board Code of Conduct and agree to the Responsibilities of the Board as outlined below.
- ✓ Agree to support Camp Quality annually through a personal financial donation.

THE BOARD

The Camp Quality Canada (CQC) Board has between 9 and 13 directors, appointed for a three-year term at the Annual General Meeting in May. The Board chooses its members based on maintaining a balance of skills and experience.

There are six to eight full Board meetings a year, including the Annual General Meeting.

Because CQC endeavours to have Board members from across the country, at least three of the meetings are held by teleconferencing (e.g., Zoom) and the remaining meetings are held in-person – subject to Public Health advisories, Travel advisories, or the agenda / topics to be covered. At least one of the in-person meetings is an all-day meeting for Board development and often includes a joint session with the camp directors.

The Camp Quality Canada Board takes governance and its responsibilities very seriously and, to that end, we have robust systems and follow current governance practices based on a hybrid policy/results-based model.

Responsibilities of the Board

To meet its legal responsibilities and carry out its stewardship role, the Board must:

1. Approve and monitor Camp Quality Canada’s vision, mission, and strategic priorities.
2. Select and support the Executive Director and review her/his performance.
3. Ensure effective organizational planning and, with the Executive Director, lead the strategic and annual planning processes.
4. Maintain the financial health of CQC by ensuring there are adequate, well-managed resources; proper controls and policies; and those financial documents are accurate and compliant with government regulations.
5. Monitor the efficiency of CQC programs and services and ensure they’re consistent with the organization's mission and mandate.
6. Assess the risks facing CQC and direct appropriate action.
7. Work to enhance CQC’s public image by clearly articulating the organization's mission, accomplishments, and goals to the public, as well as by garnering support from key community members.
8. Be an active Ambassador and champion for CQ within your personal and external networks.
9. Ensure the organization has sufficient, appropriate, and effectively managed human resources.
10. Ensure integrity and accountability in CQC operations by establishing legal and ethical practices, bylaws and policies which follow all the appropriate laws.
11. Recruit and train Board members who represent a balanced and appropriate mix of skills and experience and ensure Board members are active and meaningful participants.
12. Evaluate the performance of the Board and individual directors.
13. Ensure that the organization acts in the best interest of its stakeholders.

Camp Quality Canada is committed to embracing the principles of diversity, equity, and inclusion across all parts of the organization. By learning from each other’s differences, we gain strength through our people and our perspectives. We are committed to recruiting staff and volunteers that reflect the communities in which we live and work and the families we serve. We are committed to a barrier-free recruitment and selection process.

Please email your Letter of Interest, your Resume/CV, and your LinkedIn Profile to the Corporate Secretary at rob.keslick@campquality.org