KIN Canada Foundation Board Member Job Profile

Term: A two-year term with board members elected at the first meeting immediately following the Annual General Meeting (AGM) held in August of each year, with the term ending at the first meeting immediately following the AGM three years later. A Board Member may be re-elected for another three-year term at that meeting.

Expectations: Attend monthly teleconferences and any other meetings as required to attend to the business of the Kin Canada Foundation Board (the Board). To fully participate in sub committees as may be required.

Eligibility: Members of the Board shall have the skills required and shall be made up of Active Kin members in good standing, Alumnus, and/or members of the general public who align with the Aims and Objectives of the Kin Canada Foundation.

Kin Canada Foundation Mandate: The mission of the Kin Canada Foundation is "Empowering Canadians to change lives by enhancing and building communities both in human experience and bricks and mortar". The vision is to "Provide people and organizations with opportunities to build their communities to create a stronger, vibrant, compassionate Canada." The Foundation's core values are:

- Community
- Compassion
- Leadership
- Accountability; and
- Education

The Ideal Candidate: Each board member does not need to be proficient in every skill but must possess the skills currently required by the Board. The Kin Canada Foundation Board of Directors will be selected based on proficiency and experience in the following areas:

Behavioral:

- Analytical thinker with solution-based problem solving skills
- Strategic thinker with ability to lay groundwork for long-range visions and priorities
- Strong team leadership abilities
- Ability to meet donor's needs (i.e. respond to requests, inquiries, and complaints) while working cooperatively with clients and partners
- Ability to identify potential donors and establish groundwork
- Good communication skills (listening, verbal, written)
- Initiative ("self-starter")
- Commitment to Kin Canada Foundation by aligning beliefs, values, and goals with that of the Foundation
- Results oriented – focus driven dedication to obtaining results
- Team player

Technical:

- Financial knowledge including but not limited to the understanding of financial software
- Knowledge of auditing including ability to monitor processes (including financial processes) to identify inconsistencies and recommend corrective actions, understanding financial statement, and budgeting
- Knowledge of CRA policy and procedures as they relate to Kin Canada Foundation
- Knowledge of Human Resource Management
- Understanding and ability to use Office programs including Word, Excel, PowerPoint, etc.
- Ability to deliver prepared learning materials using a variety of mediums, including ability to present said materials
- Ability to organize, prioritize and delegate, if applicable, work to meet goals and objectives effectively and efficiently
- Knowledge of Project Management, Fundraising (including Planned Giving) and Marketing
- Social Media and Communications Skills
- Strategic Planning with a visionary approach