

# **VOLUNTEER BOARD CHAIR PLEASANT HEIGHTS AFTER SCHOOL**

AccessHR is excited to partner with Pleasant Heights After School for the recruitment of a Board Chair to lead a 6-to-10-person, currently 6-member, volunteer board.

## **ABOUT PLEASANT HEIGHTS AFTER SCHOOL**

Pleasant Heights After School (PHAS) is a nonprofit childcare organization serving 3 elementary schools in northwest Calgary. PHAS was one of the first organizations to provide before and after school care to children in the area, opening its first location in 1976.

PHAS now has three locations operating out of King George School, Mount Pleasant Community Centre, and Panorama Hills School with more than 200 elementary school children in kindergarten to grade 6. Our dedicated and enthusiastic staff design and deliver innovative programs to support families and provide a safe, caring, and engaging environment.

## **OPPORTUNITY HIGHLIGHTS**

The Board Chair plays a pivotal role in guiding the Board and the Executive Director of PHAS. The ideal candidate will have previous and/or current board and leadership experience along with a strong desire to contribute to a community organization. This role encompasses both operational and governance responsibilities, requiring a strategic and results-driven approach.

### **Operational Oversight**

- Work closely with the Executive Director to deliver on operational plans and programming.
- Participate in decision-making related to development and enhancement of programs and services.
- Empower management team to address and resolve operational challenges and issues.
- Ensure financial sustainability and adherence to financial policies.

### **Leadership and Governance**

- Lead and empower the Board of Directors, fostering a collaborative and inclusive environment.
- Ensure effective governance practices and adherence to bylaws, policies, and code of conduct.
- Chair board meetings, encouraging open communication and constructive discussions.
- Recruit, orient, and develop board members.

### **Strategic Planning**

- Work with Board of Directors to develop a strategic plan for the organization.
- Provide insights and guidance on long-term goals, ensuring sustainability and growth.
- Monitor program effectiveness and work with Board to identify improvement opportunities.

## QUALIFICATIONS

- **Leadership:** Leadership experience, preferably in a volunteer, nonprofit board setting.
- **Board Experience:** Experience participating on a board, either paid or volunteer.
- **Finance:** Business and financial acumen; expertise with budgeting and fiscal management.
- **Governance:** Comprehensive understanding of governance principles.
- **Consensus Builder:** Exceptional communication and interpersonal skills; ability to effectively communicate succinct initiative messages to multiple stakeholders and build consensus.
- **People Developer:** Track record of strategically delegating responsibilities and fostering an empowering environment to maximize team potential and drive organizational success.
- **Strategic:** Ability to think strategically and develop & execute long-range plans.
- **Community:** Commitment to serving the community in alignment with PHAS's Code of Conduct.
- **Change Management:** Ability to navigate and lead through change, uncertainty, and unforeseen challenges.

## ASSETS

- Volunteer or paid Board leadership experience.
- Knowledge of legislation governing non-profit associations and childcare organizations.

## WHAT WE OFFER

- Professional and leadership development opportunities.
- Committed team of Board Members, managers, and front-line workers with diverse backgrounds.
- Outstanding opportunity to grow your network.
- Inclusive environment where innovative ideas are welcome.
- Opportunity to lead Board through transition from an operations board to more of a governance/operations hybrid board.

## POSITION REQUIREMENTS

- Evening availability to attend board meetings (9/year) and training.
- Resident of Greater Calgary Metropolitan Area.
- Successful completion of a Police Check and Vulnerable Sector Verification.
- Willing to commit to a term of 2 to 3 years.

Interested candidates are invited to apply with a cover letter and resume by email to [recruiting@accesshrinc.com](mailto:recruiting@accesshrinc.com). Please indicate "Board Chair" in the subject line of your email. **The position posting will close at 8:00 pm on February 12<sup>th</sup>, 2024.**

All applicants will receive a personalized response and candidates under consideration will be contacted directly. Please be advised that applications will be monitored daily, and interviews may be scheduled throughout the posting period.

We encourage applicants from diverse backgrounds to apply as Pleasant Heights After School is committed to offering a diverse and safe workspace free from discrimination. All applicants are considered regardless of age, gender, race, disability, sexual orientation, gender identity or expression, and religious beliefs.