



*Our mission is to provide early intervention services that support opportunities for all children to achieve optimal health and wellness in the many environments where children live, grow, and learn.*

September 2021

**POSITION:**

**Call for Volunteer Board of Directors:**

**Vice Chair,**

**Treasurer,**

**Board Members**

**Two Year Term + option to extend**

**ABOUT US**

Family and Children Education – Anglophone South (FACE - AS) is a non-profit organization working families to provide early intervention services for their children ages newborn to eight. We do this with financial support from the Department of Education and Early Childhood Development.

(<https://www.facenb.ca/> )

Qualified Early Childhood Educators support families who may be experiencing challenges raising their child, who may be concerned about their child’s development or transition to school or who may simply feel overwhelmed by parenting. ([Introducing Family and Child Education - Anglophone South](#) )

FACE-AS is in New Brunswick, Anglophone South District, where we serve Saint John, Sussex, St. Stephen, and Blacks Harbour, and all areas in between.

**Vice Chair:**

*Responsibilities:* **In coordination with the Chair of the Board, the Vice chair is** responsible for the effective functioning of the board in its role of governing FACE. Some specific duties include:

- ✓ Chairing board meetings
- ✓ Participating in setting the agenda for monthly board meetings in consultation with Executive Director, board’s Secretary and Treasurer
- ✓ Review meeting minutes
- ✓ Participate in preparing and reporting to the AGM on the activities of the Board of Directors.
- ✓ Encouraging board participation in strategic planning and organizational fundraising events.
- ✓ Monitoring board dynamics and supporting, guiding and coaching fellow board members inside and outside of board meetings
- ✓ Organizing an annual board social gathering (e.g. holiday dinner/potluck) and a staff appreciation event
- ✓ Participating in board succession planning (recruitment, nominations and orientation).
- ✓ Serving as signatory for certain organizational documents.
- ✓ Serving as public spokespersons for the Association when needed.
- ✓ Representing the organization at external events



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- ✓ Acting as a support and resource for the Executive Director on organizational issues
- ✓ Participating in annual performance evaluation of executive director including follow-up support for additional learning and goal setting.

*Qualifications:* A passion for helping families and the communities in the Saint John Region is a must. The ideal candidate would also have experience with volunteer organizations in a Board Member capacity. Proficiency in using Robert's Rules and meeting facilitation is an asset.

### **Treasurer**

*Responsibilities:* In coordination with FACE Executive Director and external accounting/tax resources, the Treasurer shall be responsible for ensuring adequate financial practices are in place. Some specific duties include:

- ✓ Ensuring all financial records and budgets are in place
- ✓ Ensuring receipts and disbursements are accounted for
- ✓ Presenting the annual financial statements at the AGM
- ✓ Ensuring government filings are submitted on time
- ✓ Financial analysis of potential investments
- ✓ Oversee the year-end audit by our external auditors
- ✓ Attend and participating in monthly Board of Director meetings
- ✓ Acting as a signing authority

*Qualifications:* A passion for helping families and the communities in the Saint John Region is a must. The ideal candidate would also have experience with volunteer organizations. The candidate must either have a CPA designation or be working towards one.

### **Board Member:**

*Responsibilities:* Board members are responsible for acting in the best long-term interests of the Association and the community and will bring to the task of informed decision-making a broad knowledge and an inclusive perspective. Some specific duties include:

- ✓ Prepare for and participate in board meetings
- ✓ Listen to others' views, advocate their own, identify common interests and alternatives, and be open to compromise
- ✓ Support governance decisions once made
- ✓ Participate in the review of the FACE's mission and objectives and in the development of a strategic plan
- ✓ Help the board to monitor the performance of FACE in relation to its mission, objectives, core values and reputation



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- ✓ Abide by the by-laws, code of conduct, conflict of interest and other policies that apply to the board
- ✓ Participate in the approval the annual budget and monitor the financial performance of FACE in relation to it
- ✓ Help establish, review and monitor operational policies
- ✓ Participate in the performance management of the Executive Director
- ✓ Identify prospective board members and possibly help recruit them
- ✓ Contribute to the work of board as a member of a board committee
- ✓ Attend and participate in the Annual General Meeting
- ✓ Be an ambassador for FACE – ensure one's involvement is known within their own network of friends and contacts.
- ✓ Keep informed about community issues relevant to the mission and objectives of FACE

*Qualifications:* Knowledge of and passion for helping the families and children in the Saint John, Sussex and/or St. Stephen communities. The ideal candidate would also have experience with volunteer organizations.

## **TO APPLY**

If interested and would like to know more, please contact our Board Chair, Isabelle Campbell at FACE-AS Board [faceboardnb@gmail.com](mailto:faceboardnb@gmail.com).