

Board Member



Through a strong network of families and an innovative community partnership model, Waterloo Region Family Network (WRFN) is the go-to resource and trusted voice for families with special needs in Waterloo region providing resources and facilitating meaningful connections in all life stages. As a peer-developed and peer-driven network, WRFN is uniquely able to understand how to serve the needs of exceptional families so they can thrive.

The Board of Directors is a governance board. "Governance" refers to the policies and procedures that direct the overall operation of the organization. Board members use these policies and procedures, which have been voted and passed at Board meetings, to provide the structure within which the Executive Director is expected to operate WRFN. The Board does not play a direct role in the day-to-day operation. This is the role of the Executive Director, hired and supervised by the Board to oversee operations.

Your responsibilities would include:

- Strengthen community awareness of WRFN's Vision and Mission
- Review, approve and monitor the strategic plan
- Review, approve and monitor fundamental operating and strategic plans and objectives
- Approve and monitor Annual Plan, ensuring resources are managed effectively
- Adopt and monitor compliance with governance policies and practices
- Oversight of risk management
- Support and evaluate the Executive Director (ED)
- Develop and implement ED and Board succession plans
- Contribute to discussion in a collaborative environment
- Engage and participate in Signature events
- Attend monthly meetings (2 hrs, the last Thursday of each month, no summer meetings)
- Board Meetings consist of Monthly Financial Review, discussions on Risk Management and Strategic Priorities, Operational Updates – programs/services; fund development; communication strategies and furthering work related to Inclusion, Diversity, Equity and Accessibility (IDEA)
- Opportunity to further participate in Committees, Ad Hoc Workgroups
- Assess our own performance



What you bring to the Board:

- A willingness to be an Ambassador for WRFN in the community
- Understanding of a Governance model within a non-profit, charitable context
- Understanding or/or desire to learn about the challenges facing exceptional families
- Specific skills related to Business Skills, Human Resources, Finance, Marketing, Government Relations, Education System etc.

What our Board Composition looks like:

- Minimum of 5 and maximum of 11 members
- We strive for diversity in gender, age, ethnicity and experience
- Executive Director is an ex-officio member with voting rights
- At least one-third of members shall be parents of children with exceptionalities
- Term limit of three years with one three-year renewal period
- The Members of the organization are the members of the Board of Directors
- The Members elect the members of the Board of Directors
- The Board of Directors elects officers including a Chair, Vice-Chair and Treasurer
- The Board of Directors appoints Committee chairs and members on the recommendation of the Governance and Nominations Committee

Additional Information:

Mission, Vision, Mandate <https://wrfn.info/About.htm>

Strategic Priorities. <https://wrfn.info/Strategic-Priorities-2021-2024>

WRFN Journey <https://wrfn.info/userContent/documents/WRFN%20Timeline.pdf>

Signature Event <https://wrfn.info/Evening-of-Elegance.htm>