



the Caring
and Sharing
Exchange

People helping people since 1915

About Us

The Caring and Sharing Exchange (C&SE) is an Ottawa-based charity which provides assistance to local families and individuals in need during difficult times of the year. Founded in 1915, the C&SE's mission is to provide our neighbours with relief and dignity in the most fair and efficient way possible. The backbone of the C&SE is the Coordination Service, which eliminates any duplication of service amongst 250 local organizations to ensure equitable distribution of donor dollars in the community. In addition to the innovative Coordination Service, the C&SE is home to the Christmas Exchange Program, Sharing in Student Success and Kindness Week in Ottawa.

Join the Board of Directors!

The C&SE Board of Directors is a positive and committed group of individuals who help bring sustainable and dignified support to those in need in our community. We are currently looking to recruit new Directors who share our enthusiasm for giving back to the community.

Ideal candidates will bring a mix of leadership and networking skills as well as knowledge and experience with not-for-profit charities. As a Director, you will help shape the strategic direction, policies, and overall governance for the C&SE.

The Board is currently seeking Directors who possess skills and experience in one or more the following areas:

- Legal
- Government Relations
- Community Agency Knowledge and Relations
- Business Management
- Governance
- Information Technology

Other valuable experience areas include governance, business management, strategic planning, project management and risk management.

The Board is responsible for the overall well-being of the organization. If you are an individual who is committed to bettering the community through active volunteerism and are willing to invest a portion of your time in a worthwhile cause, we'd love to hear from you!

Position Expectations

- Help frame the values, vision, and mission of the C&SE by assisting in formulating and establishing strategic plans, goals, and the annual budget.

- Help establish and support a governance structure to carry out the Board’s work in overseeing, monitoring and evaluating the organization’s operations.
- Adopt programs to carry out the mission and goals .
- Attend board meetings and the Annual General Meeting of the C&SE.
- Review the C&SE governance policies and provide recommendations.
- Participate on one or more Board Committees.
- Develop a working knowledge of the C&SE procedures.
- Read board meeting minutes and other documents circulated for meetings.
- Participate and maintain friendly positive working relationships with fellow Directors.
- Adhere to the C&SE confidentiality agreement.
- Speak positively of the C&SE.
- Carry out your duties to the best of your ability and the interest of the C&SE.
- To commit to a 3-year term (may serve up to 3 consecutive terms).

Additional information

Term: Three (3) years and may be extended for additional term(s) of three years. A Board Director’s term typically begins in June at the Annual General Meeting.

Meetings: The Board of Directors meets between 3-7 times a year, for typically around 1-2 hours. Meetings are currently held virtually, but the occasional in-person meeting may occur in the future. In addition to attendance at and preparation for meetings, Directors are expected to participate in email and telephone dialogues on various matters that arise between and as a result of meetings.

Responsibility: The Board of Directors is accountable and legally responsible for the overall management and conduct of all business affairs of the C&SE, in accordance with the Letters Patent and the By-Laws of the organization. Serving in a volunteer capacity, Directors are to provide overall governance, guidance and leadership in establishing the direction of the C&SE by setting policies and overseeing the adherence to same, while ensuring the ongoing financial well-being of the organization.

The Board of Directors shall serve without remuneration. No Director shall directly or indirectly receive any profit from occupying the position of Director. Directors may be reimbursed for reasonable expenses incurred in the performance of their duties.

To apply, please send your resume/CV and a letter of interest to director@caringandsharing.ca by June 6, 2024.