283 Duke Street West, Unit 210
Kitchener, ON Canada N2H 3X7

Phone: 226 779-9695
Web: www.ourspectrum.com
Email: info@ourspectrum.com

BOARD OF DIRECTORS – CHAIR

SPECTRUM is seeking a new Chair for it's Board of Directors! The Chair plays a vital role in Board management, Board member development, and overall organizational compliance and effectiveness.

Who is SPECTRUM?

SPECTRUM is an organization that serves, affirms, and supports the well-being of 2SLGBTQIA+ individuals in Waterloo Region and the broader community through peer support, community partnerships, education and training, resources, and events. We offer a variety of peer support groups, social and sports programs, and other services tailored to the needs of the 2SLGBTQIA+ people.

We envision an inclusive community where all 2SLGBTQIA+ individuals are welcomed, celebrated, and supported as their authentic selves. We support our mission by always working within our values: Accountability & Transparency, Advocacy, Collaboration, Diversity, Equity, & Inclusion, Service & Volunteerism, & Well-being.

Learn more about SPECTRUM: https://ourspectrum.com/about-us/

What You Will Do:

The Chair plays a major role in overall Board function and supervision of the Executive Director. The Chair will act as the subject matter expert in Board operations and is responsible for ensuring SPECTRUM meets its regulatory requirements.

The Chair position can be summarized as such:

Governance Leadership: Protect the integrity of Board processes and coordinate Board activities so the Board meets its governance responsibilities.

Direction: Make sure the Board has a work plan, with annual goals and a focus on continuous improvement, and that the plan is carried out. Supervise the Executive Director function.

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Board Conduct: Set and maintain high standards of conduct for the Board. Enforce the policies and by-laws that govern Directors' behaviour.

Mentorship: Mentor other Directors and make sure each one participates fully. Coach any Director who may be underperforming or are less engaged.

Reporting: Keep the Board regularly informed about matters that affect its governance responsibilities.

Due to the nature of the role and size of the organization, the Chair's duties can fluctuate greatly. Interested candidates should speak with Catherine Harrington (outgoing chair) about the role in more detail.

The Ideal Candidate:

- Passion for and alignment to SPECTRUM's mission, vision, and strategic direction
- Strong understanding of governance and leadership in non-profit organizations, with prior board experience seen as a strong asset
- Strong communication (written and verbal), conflict resolution, mediation, and decision-making skills
- Ability to chair board meetings and help the Board through complex and difficult discussions
- Previous people management experience is an asset

How to Apply:

Email an updated resume (including any volunteer experience) and written message explaining your interest in this position to Catherine Harrington at catherine@ourspectrum.com. Please title the subject line "Chair Position – SPECTRUM."