

Do you want to be part of a team that makes a difference in the lives of children and families across Ottawa?



**Mothercraft Ottawa is currently seeking motivated and dedicated individuals to join its Board of Directors.**

If you would like to be involved with Board governance, policy development and strategic planning for one of Ottawa's outstanding community agencies, we are interested in hearing from you.

#### Our Mission: Helping Families Grow and Thrive

Mothercraft Ottawa, a leader in early learning and care since 1944, is a charitable non-profit organization that enriches the well-being of families with infants and young children through responsive, high-quality programs and services.

Mothercraft Ottawa delivers child care for children aged 6 weeks to 12 years through licensed child care centres and home child care, and before-and-after-school programs.

We support the evolving needs of families in Ottawa through our diverse child and family services, including comprehensive prenatal and parenting classes and workshops, perinatal support, programming for children with special needs, as well as an array of programs and services offered through our EarlyON Child and Family Centres.

To learn more about Mothercraft Ottawa please visit our website: [www.mothercraft.com](http://www.mothercraft.com)

#### Our Values

- Creativity: Exploring possibilities
- Nurturing: Supporting each other with compassion
- Inclusivity: Welcoming and encouraging diversity
- Integrity: Acting with honesty and reliability
- Collaborative Relationships: Built on respect and communication.

## Our Board of Directors

- Provide strategic leadership and direction to the organization
- Support and promote the organization's mission and values
- Establish policies to guide the organization's operations
- Approve and oversee the organization's budget and financial performance
- Explore innovative ways to promote and expand services and supports.

Mothercraft Ottawa values the different perspectives, knowledge, skills and interests that each Director brings to the Board.

**We are currently recruiting 2-4 volunteer Board members to serve as Directors.**

## Qualifications

- Over 18 years old
- Able to serve as a corporate director
- Work or live in the National Capital Region
- Supportive of our Mission Statement and Values
- Available to attend Board and Committee meetings

Previous Board experience is not essential but will be considered an asset.

We are particularly interested in hearing from individuals with strong backgrounds in one or more of the following areas:

- Strategic Communications
- Human Resource Management
- Finance / Financial Management
- Child and Family Services
- Legal
- Mental Health
- Fundraising / Financial Partnerships

## Time Commitment

Directors are elected for a 3 year term, which is renewable. We understand that each person's life situation can change, but we do ask that Directors prepare to commit for at least 3 years.

The Board meets approximately 6 times a year, either in-person (in Westboro) or virtually (Microsoft Teams). Board meetings are typically 2 hours, and take place in the evening.

Each Board member is expected to participate on one of the Board's Committees (current committees: Finance, Personnel, and Strategy). Committee meetings are held virtually, approximately 3-4 times a year, and are typically 1 hour.

The overall time commitment for a Board member is approximately 3-5 hours per month.

### How to Apply

Complete [this form](#), and then submit the following to [Board@Mothercraft.com](mailto:Board@Mothercraft.com):

- 1) a cover letter that describes why you are interested in becoming a Board Director and how your experience fits the skill sets we are seeking; and
- 2) your resume or CV.

Telephone inquiries WILL NOT be accepted.

We thank all applicants for their interest; however, only candidates chosen to participate in the interview process will be contacted.

### Deadline

This is an ongoing recruitment, but we are seeking the right candidates as soon as possible.