

Mothercraft Board Chair Role Description

About the Organization

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 childcare for children aged 6 weeks to 12 years through licensed childcare centres and home childcare, and before-and-after-school programs. We support the evolving needs of families in Ottawa through our wide-ranging 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.

About the Board of Directors

Operating as a policy Board, the volunteer Board of Directors, comprised of 9 members including the Chair, provides oversight of the organization's activities and performance and sets the strategic direction. The Executive Director is accountable to the Board.

About the Role

Duties

The Chair (President) of the Board plays a critical role in ensuring the effective governance of the organization, working closely with the Executive Director to realize Mothercraft's vision. The Chair presides at all meetings of the Board and the Members.

Time Commitment

Board meetings, approximately two hours in duration, are typically held six times per year in the evening, alternating in person and virtual formats. In addition to meeting preparation, the Board Chair engages regularly with the Executive Director between meetings, prepares written materials, participates in Board recruitment activities, represents the organization as required, and communicates with Directors as needed. The Board Chair devotes on average 3-5 hours per month to carrying out their responsibilities.

Term

Directors are elected to the Board for a term of three years, once renewable, with the Chair holding office for a period of two years (also once renewable).

Eligibility

To be eligible for the role of Chair, an individual must be at least 18 years old, work or live in the National Capital Region, support the organization's Mission Statement and Values, and be available to regularly attend Board meetings.

Qualifications

The Chair demonstrates a deep expertise in not-for-profit governance, built through professional and/or volunteer experience and drawing on past service in Board leadership roles. Augmenting the competencies of the Board as a whole, the Chair brings a high level of integrity, insight, financial acumen, and a risk-conscious mindset to the table. A natural communicator and relationship builder, the Chair is able to draw upon their extensive network to advance the



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priorities of the Board. Consistent with the values of the organization, the Chair also demonstrates allyship to equity-deserving and underserved populations.

This role offers a rewarding opportunity to connect and collaborate with members of a dedicated and creative advisory board, and, importantly, grow and shape Mothercraft Ottawa, serving our diverse community through innovative, nurturing and inclusive childcare and family services.

If you are interested in this enriching opportunity, please email a cover letter and your resume to: info@mothercraft.com.