



## London Food Coalition Inc. Board of Directors

Greetings London Community,

The London Food Coalition Inc. (LFC) is actively recruiting additional members to serve as Directors on the LFC Board. The LFC Board is a Governance *and* Operational/Working Board. Currently, we are looking for someone with background or knowledge in Accounting to be **Treasurer** and part of our Executive.

Preference will be given to applicants with sought after qualifications and/or applicants with experience in the non-profit sector, particularly around food security.

Position Title: Member of the Board of Directors

Length of Term: Two years (three term limit)

Reports To: Entire Board of Directors

As a Director of the Board you will be responsible for all activities of the London Food Coalition. To that end, you will help to:

1. Determine how the organization will carry out its mission through long and short-range planning
2. Manage an annual budget and provide fiscal oversight
3. Recruit, orient, and develop Board members
4. Evaluate the overall performance of the organization in achieving its mission
5. Establish practices for the effective and efficient operation of the organization

### General Responsibilities:

- Understand and promote the organization's mission
- Be familiar with the organization's operations
- Review agenda and supporting documents prior to meetings
- Attend Board meetings and appropriate committee meetings
- Actively serve on at least one committee and offer to take on special assignments
- Complete Action Items agreed upon at meetings in an effective and efficient manner
- Participate in fundraising activities and special events
- Strictly adhere to conflict of interest policies
- Strictly adhere to confidentiality policies

### Specific **Treasurer** Responsibilities:

- Advise Board on financial matters including annual budgets, monthly financial performance and the implementation of financial policies
- Act as liaison to financial institution, insurance broker, public accountant and contract bookkeeper



- Oversee year-end compliance including financial statements, charity return, and donation receipting
- Present annual financial statements at AGM
- Maintain list of all Donations not received through “Canada Helps” and prepare and sign a tax receipt at year end to Donors

Time Demands (approximate):

4-6 hours/month

- Attend and actively participate in at least 75% of Board meetings (10 monthly board meetings, approximately 2 hours in length)
- Attend and actively participate in committee meetings and related work (1-3 hours per month, as determined by the committee)
- Attend and actively participate in the Annual General Meeting (approx. 2-3 hours)
- Attend special events such as fundraisers and other events of the Coalition
- Attend new Board member orientation (approx. 1-2 hours)
- Identify and cultivate potential donors, partners, members

Additional Requirements

- Valid Criminal Record Check (CRC)
- Signed Confidentiality Agreement

Please send a **LETTER OF INTEREST** (one-page) that tells us why you are interested in joining the Board of the London Food Coalition and how you feel you could contribute to our work, along with a **BRIEF BIO** (50-100 word) about yourself. A resume is not required or expected.

Please send to [secretary@londonfoodcoalition.com](mailto:secretary@londonfoodcoalition.com), with “BOD interest” in the subject line.

**Deadline for applications: December 15, 2023**

The Board seeks representation from those who share our commitment to equity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially welcomes applications from individuals from equity-deserving groups.

[www.londonfoodcoalition.com](http://www.londonfoodcoalition.com)