



105 St. George Street
Toronto, ON M5S 3E6

1 855 464 RISE (7473)
info@risehelps.ca
RiseHelps.ca

Charitable Business # 80186 2822 RR0001

Rise Board Member Position Description

Mental health conditions or addictions can get in the way of stable employment for many. At Rise, we break down barriers and change futures through our innovative small business services. Rise is the only national charity providing people a path toward sustained self-employment or small business ownership. We personalize our services to support each client with a combination of training, resources, mentorship, and low interest microloans. As a result, our clients improve their financial stability and make positive life changes to benefit their families and communities alike.

Position Summary

In partnership with other Directors, and staff, support the work of Rise and provide mission-based leadership and strategic governance. While day-to-day operations are led by Rise's Chief Executive Officer, the Board-CEO relationship is a partnership and the appropriate involvement of the Board is both critical and expected.

Diversifying the Board is the priority for this year's nominating process, and we encourage nominations and applications from candidates who reflect the diversity of our clients. While all accomplished individuals will be considered, of particular interest will be those with experience in fundraising, and government relations.

Term

Term of office for Rise Directors is 3 years, and will expire at the third Annual Meeting following election. A Director is eligible for election for 3 consecutive full terms, and will be not eligible for re-election for a period of eleven months from the date such person ceases to be a Director.

Time Requirements

- Board orientation that is approx. 2-3 hours in length.
- 4 Board meetings per year; meetings are 2 hours in length, plus pre-reading of meeting materials.
- 3-4 Committee meetings per year; meetings are 1.5 hours in length, plus pre-reading of meeting materials. Each Director is required to serve on at least one committee.
- Occasional subject-specific conference calls, ad hoc working group or in-between board meetings that are 30 minutes to 1 hour long.
- Attendance at important Rise events e.g. Rotman Family Entrepreneurship Awards, Volunteer Appreciation Event and Holiday Market.

Accountability

The Board of Directors is collectively accountable to Rise's clients, the community, funders, and other stakeholders. They are accountable for the organization's performance in realizing its vision and achieving its goals as well as for the effective stewardship of financial, human, and other resources.



105 St. George Street
Toronto, ON M5S 3E6

1 855 464 RISE (7473)
info@risehelps.ca
RiseHelps.ca

Charitable Business # 80186 2822 RR0001

Responsibility

Directors are responsible for acting in the best long-term interests of the organization and the community. They will bring to their roles a broad knowledge, a long-range view, diversity of perspective, and openness to learning.

Principal Duties

Every member of the Board of Directors, including the Board's officers, is responsible for the following duties:

Fiduciary

- Stay informed of, and ensure the organization meets all legal and fiduciary responsibilities.
- Consistently prepare for, attend, and actively participate in Board and committee meetings and calls.
- Ensure the organization operates in a fiscally sound manner and monitor its ongoing financial performance as it relates to Board-approved annual budgets and strategic targets.
- Evaluate the CEO's performance against the achievement of organizational goals and in compliance with Rise policies.
- Monitor and discuss the Board's own processes and performance evaluation; ensure the continuity of its governance capability through ongoing Board development and the progressive recruitment of new, diverse Board members who have the necessary mix of skills to guide the organization forward.

Strategic

- Establish the vision, mission and strategic direction of Rise and systematically evaluate its achievements.
- Direct, control and inspire the organization through the careful establishment of governance policies and a regular review, revision and improvement of them.
- Consider issues of capacity and resources (financial, human, etc.), core capability and strategic position when making decisions.
- Undertake succession planning for key leadership positions within the organization.

Organizational Culture

- Keep informed about community issues and the broader environment relevant to the work of Rise.
- Serve as a trusted advisor to the CEO.
- Listen to others' views, advocate your own, identify common interests and alternatives, and be open to compromise.
- Support Board decisions by showing unity in public and by speaking with one voice.



105 St. George Street
Toronto, ON M5S 3E6

1 855 464 RISE (7473)
info@risehelps.ca
RiseHelps.ca

Charitable Business # 80186 2822 RR0001

Philanthropy

- Act as an ambassador, influencer, or “door opener” for Rise and its advancement staff, enhancing the organization’s ability to access resources (financial or otherwise), partners and opportunities.
- Actively support fundraising in all areas of the organization, including identifying and cultivating new fundraising ideas and opportunities (corporate, individual, government), new prospects, donors and fundraising volunteers and, where appropriate, accompany staff on prospect and donor meetings or at donor stewardship and recognition events.
- Consider Rise as a philanthropic priority and make a gift to Rise that is personally meaningful and reflective of that priority. The organization expects to have 100% Board member participation.

Marketing & Public Engagement

- Explore and identify opportunities to increase public and government awareness and understanding of Rise, its role, unique work, impact, brand and reputation.
- Support the promotion, marketing, and public engagement efforts of Rise by leveraging personal knowledge and networks, and by providing advice and strategic marketing support.

Qualifications

The following are considered key job qualifications:

- At least eighteen (18) years of age.
- Availability of sufficient time to devote to Board duties.
- Commitment to learning about the community and the field in which Rise operates.
- Capacity to contribute significantly to the organization’s vision, mission and strategic direction.

Skill Sets

In recruiting and selecting new Board members, the Rise Board seeks individuals who are passionate about Rise’s vision and mission. Though the Board will focus on specific areas of expertise e.g. financial, legal, HR, PR/marketing, government relations, etc., it will also use the following experience and skills criteria for further guidance:

Organizational Leadership & Management

- Structuring effective organizations and processes
- Strategic planning
- Experience serving on a Board or working in a senior leadership position
- Policy development experience (organizational/governance, public, etc.)
- Change management: ability to respect historical perspective; engage and motivate positive change in the organization
- Performance management skills, including goal setting and evaluation, and focus on projects that support the strategic plan



105 St. George Street
Toronto, ON M5S 3E6

1 855 464 RISE (7473)
info@risehelps.ca
RiseHelps.ca

Charitable Business # 80186 2822 RR0001

Communication & Interpersonal Skills

- Strong presentation, public speaking as well as listening and writing
- Influence and persuasion, negotiations
- Facilitating diplomatic solutions
- Work with others and respect different opinions
- Networking: ability to build and leverage relationships and resources
- Ability to collaborate and engage diverse groups

Evaluation

The performance of individual directors is evaluated annually in the context of the Board's self-assessment as a whole and is based on the carrying out of responsibilities and duties as outlined above.

Application

Rise is committed to equal opportunities and building a Board that reflects the national diversity of its clients and community. Interested individuals should please [complete an application here](#).