



## President

### Job Description

MumNet is a registered not-for-profit charitable organization, founded and run by volunteer women. Our Board of Directors consists of 12 volunteers, each of whom assists with the leadership and general promotion of MumNet to support our organization's mission and needs.

Our organization may be small, but our Board follows all due process and regulations that a much larger Board would. It's great experience if you have ever thought of getting your feet wet and adding board experience to your professional skills. We meet once a month for a board meeting, and on an as needed basis to participate in various subcommittees or to work on specific projects.

**Purpose:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of MumNet to support our organization's mission and needs.

**Mission Statement:** Helping women face the challenges of motherhood by fostering their emotional, mental, and physical well-being in a mutually supportive, community-based group environment.

**President Role:** The role of the President of the Board is to preside at meetings of the members of MumNet and of the Board of Directors and be charged with the general management of MumNet. Through the Board of Directors certain duties of the President may be delegated to the Executive Director, Board Members and/or committees as appropriate; however, the accountability for them remains with the President.

#### Major responsibilities:

- Takes responsibility for the general management of MumNet;
- Communicates with the Executive Director, Executive Committee, employees, members and directors as appropriate;
- Participates in regular meetings with the Executive Director;
- Coordinates the annual evaluation of the Executive Director;
- Recruits, interviews and onboards new Board members;
- Ensures the Board develops strategic priorities for the organization;
- Serves on the Executive Committee of the Board;
- Organizational leadership and advisement;
- Formulation and oversight of policies and procedures;
- Oversight of program planning and evaluation;
- Personnel evaluation and staff development;
- Review of organizational and programmatic reports;
- Fundraising and outreach.

**Length of term:** Two years, which may be renewed up to a maximum of three consecutive terms.

**Meetings and time commitment:**

- The board of directors meet monthly on the last Tuesday of the month, 7:30 p.m., locations vary across Toronto but currently we meet on Zoom. Meetings typically last two hours.
- Monthly call with the executive team. Calls usually last one hour.
- Committees of the board meet an average of once a month, depending on their work agenda.
- Board members are asked to attend the Annual General Meeting, Annual fundraising event, and participate where able in additional fundraisers and events over the course of the year.

**Expectations of board members:**

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by MumNet mission, objectives, and programs.
- Help communicate and promote the MumNet mission and programs to our target communities.
- Become familiar with MumNet's structure, personnel needs, finances, budget, and financial/resource needs.
- Understand the policies and procedures of MumNet.

**What we are looking for:**

- Experience leading a group of people is required
- Experience managing another Board of Directors, strategic team or department is an asset
- MBA or business degree is an asset but not required
- Creativity, enthusiasm and passion for promoting MumNet in our local communities
- An understanding of the grass-roots nature of our organization, and creativity to work with limited budgets to enhance our communications strategy
- An organized, multitasking self-starter
- Strong interpersonal skills and the ability to lead and collaborate with a team of committee members
- Strong project management, problem solving and analytical skills with an ability to anticipate obstacles and develop appropriate solutions

**To apply forward current CV to  
Megan Munro, Board President  
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