



**CONTACT:**  
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westnh.org

**COMMUNITY RELATIONS:**  
248 Ossington Avenue  
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M6J 3A2

Are you looking for a new experience? Perhaps to contribute to your community? Becoming a volunteer board member at West Neighbourhood might be a great opportunity for you and for us!

### **West Neighbourhood House Volunteer Board Member Job Description**

West Neighbourhood House is a legally incorporated, non-profit, charitable organization. A volunteer Board of Directors represents community interests to oversee the accomplishment of the mission. We are looking for four new board members this year.

#### **What we are looking for in a board member:**

- Passion for the mission and values of West Neighbourhood House.
- Previous board experience is desirable but not mandatory.
- Strong communication and interpersonal skills.
- Ability to work collaboratively in a team environment.
- Commitment to attend board meetings regularly and participate in board activities.

#### **Responsibilities on the West NH Board**

1. **Strategic Planning:** Actively participate in the development and implementation of the organization's strategic plan.
2. **Governance:** Provide oversight and ensure compliance with the organization's mission, vision, and values.
3. **Advocacy:** Advocate for the organization and its mission in the community. Act as an ambassador to raise awareness and support for West Neighbourhood House.
4. **Fundraising:** Assist in fundraising efforts, including identifying potential donors, participating in fundraising events, and supporting grant applications.
5. **Networking:** Build and maintain positive relationships with key stakeholders, community partners, and other board members.
6. **Committee Participation:** Contribute to board committees as needed, such as finance, governance, fundraising, or strategic planning.
7. **Policy Development:** Participate in the development and review of organizational policies to ensure compliance with legal and ethical standards.
8. **Evaluation:** Engage in the periodic evaluation of the organization's programs, services, and overall performance.

**Time Commitment:** Volunteer Board Members are expected to commit to a term of service. Currently, the Board meets on the fourth Thursday of each month except usually not in December, July and August.



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**Benefits:** As a Volunteer Board Member, you will have the opportunity to contribute to the success of West Neighbourhood House, make a positive impact in the community, and gain valuable experience in governance and leadership.

If you are interested in a role as a Volunteer Board Member with West Neighbourhood House, you can either first request an informal meeting with a board member and/or send a resume and cover letter stating your interest in the board.

Please email Angela ElzingaCheng at [angelael@westnh.org](mailto:angelael@westnh.org) to either request an informal meeting to ask questions OR send a resume and cover letter stating your interest.

**Deadline to request an informal meeting: February 27, 2026**

**Deadline for resume and cover letter: March 6, 2026**