

## Volunteer, Board Director (HR)

BrightStart Caledon Family Centre (BrightStart Caledon) is a non-profit, charitable organization that has been proudly serving Caledon and surrounding areas since 1987. Programs and services are delivered from 3 permanent centres as well as mobile sites in rural communities through the use of a mobile unit and rented space. We provide a safe, inclusive and engaging space for families and children to connect, learn and grow through FREE, high-quality programs and services. We promote positive outcomes for children, while connecting families to each other and community resources. We tailor our work to respond to community needs, and work to reduce barriers to an exceptional childhood by supporting parents/caregivers and their capacity to parent. We are committed to nurturing the very essence of childhood, supporting the powerful role of parents and caregivers, and nourishing families with a sense of community.

### Position Summary

The Board of Directors of BrightStart Caledon is a policy Board. The Board is responsible for strategic oversight, ensuring the organization's mission is fulfilled, and upholding legal and ethical standards through governance, financial management, and resource stewardship. The Board is currently seeking candidates to replace Board members who have reached the end of their term.

### Benefits

- Join a high profile, respected community service organization that is uniquely positioned in its service to your local community.
- Collaborate with like-minded, passionate board directors to advance BrightStart Caledon's Vision in a safe, inclusive environment.
- Gain a sophisticated awareness of not-for-profit governance in the community service/volunteer sector.
- Invest your expertise from the corporate world in a caring organization that provides quality programs and family supports for children, parents, and caregivers in Caledon and the surrounding areas, and gain personal reward from your valuable volunteering contribution.
- Build your personal profile and connections through interaction with community stakeholders who are involved in fund development, finance (grants, partnerships, etc.), and who are community minded.
- Strengthen and enhance your leadership, problem-solving, and team-building skills.
- Participate in board governance professional development opportunities.
- Use your voice and connections to help further BrightStart Caledon's identity and impact in the communities that we serve.
- Upon successful completion of your term on our Board, you will be entitled to a Letter of Reference.

### **Skill-Specific Duties & Responsibilities**

- Review wages and decide annually, together with the Finance Committee, of any salary increases
- Assist the Executive Director with the hiring and dismissal of employees
- Provide support to the Executive Director regarding employee-related issues as deemed necessary.
- Provide guidance to the Executive Director for approval of matters as stated in the Human Resources Policy
- Support an annual evaluation of the Executive Director

### **General Duties & Responsibilities**

- Participate in setting the Strategic direction and policies of the organization to ensure that the needs of Caledon families and children are met.
- Participate in the development of long-term plans for the organization.
- Ensure fiscal responsibility and monitor legal risk and compliance in accordance with the organization's mandate and funding accountabilities.
- Play an active role in advising and supporting the Executive Director at Board and Committee meetings.
- Attend and actively participate in Board meetings (no less than 8 meetings per annum - fourth Monday of the month). Hybrid meeting model includes a combination of in-person and virtual meetings. In-person meetings are held at BrightStart Caledon locations.
- Serve on a minimum of one Board Committee and work independently on assigned activities.
- Commitment to the mandate and purpose of the organization.
- Advance Diversity, Equity and Inclusion (DEI) goals and objectives at all levels of the organization.
- Act as a champion and community ambassador of BrightStart Caledon in the community.
- Support advocacy efforts being made by BrightStart Caledon on issues impacting clients and communities.
- Support fund development projects and activities.

### **Qualifications & Experience**

- Minimum of five years of experience as a Human Resources generalist
- A good understanding of the Employment Standards Act
- Experience with benefits, employee recognition and strategic planning
- Strong problem-solving, decision-making, and community leadership skills.
- Excellent interpersonal and communication skills.
- Team player.
- Experience within a non-profit setting an asset.
- Diversity, equity and inclusion competency; professional, volunteer or lived experience with DEI.

Candidates must participate in an interview and nominating process.  
Criminal Record Check will be conducted.

To apply, please email your resume and letter of interest by 4 p.m. on Friday, May 29, 2026 to:  
Shelly Ives

Community Engagement Manager  
BrightStart Caledon Family Centre  
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For more information, visit [www.brightstartcaledon.com](http://www.brightstartcaledon.com)